**Weald Community Primary School**

**Guidance for Volunteer Helpers**

Volunteers are one of the largest groups of people who give freely of their time to help with the delivery of education. Some are able to help regularly and others can only spare time now and then. It may be that you feel that you would like to help but are nervous about how you will fit in. This leaflet is designed to allay your anxieties and apprehensions.

We greatly value and appreciate the help of volunteers at Weald. We welcome your help with many different aspects of school life: reading with children; supporting group work; preparing resources, accompanying school trips and even cooking and gardening!

We expect our children to learn to be responsible and to develop independent work habits. Our School Vision encompasses the motto ***“Independence is*** ***Happiness”*** and adult support in this is critical.

**In the interests of safeguarding and child protection**

Please use the door to the School Office and sign yourself ‘In’ and ‘Out’ in the register on the shelf by the Reception hatch. This enables us to know who is on the premises in case of fire or other emergency.

**Safeguarding Children….**

Ensure that you have read the leaflet issued entitled “Safeguarding Children: Guidance for Adults Visiting or Working at Weald CPS” which outlines your responsibilities in keeping children and yourselves safe whilst attending the school.

**Fire procedures ...**

The fire alarm is a continuously ringing bell. When it sounds, the teacher will lead the children from the room in silence through the designated exit. If you are working with a small group in another part of the school, make sure that all the children are there, and then take them out by the nearest fire exit and to the fire assembly area in the Playground. Do not let them go back to their classroom for personal belongings. Take the children to join the rest of their class and tell the teacher that you are there.

**Personal belongings ...**

We cannot, accept responsibility for coats, handbags or valuables so please take yours with you or arrange with the Class Teacher to leave them in a safe place in the classroom or School Office. Mobile devices should not be taken into the school and children should not be photographed by volunteers.

**Confidentiality ...**

As you would expect, in a situation where staff and parents are working closely with children, confidentiality is a very important issue. We have strict guidelines which we ask everybody to follow.

* It is not acceptable to talk about other people’s children with other parents, even if they are parent helpers.
* If you are concerned about something you have seen or heard, or you have any queries or problems, please find a convenient moment to speak to the Class Teacher or Mr Pyle. Problems can often be resolved easily if they are dealt with quickly.

**Helping in your own child’s class ...**

If you are helping in your own child's class, you also need to respect their independence and the teacher's autonomy. For example, if your child comes to you, you may need to remind them of your role in the classroom. Similarly, you should avoid the temptation to approach them unless asked to do so by the Class Teacher.

**Frequently asked questions ...**

**What do I do if a child wants to go to the toilet?**

If you think it is a genuine request, let them go, but only one at a time please! If they require assistance, then call the Class Teacher or Teaching assistant – do not assist go with the child yourself.

**What should I do if a child I am working with misbehaves?**

Quietly tell them what they are doing wrong and remind them of what they should be doing.

**What if this does not work?**

Seek help from the Class Teacher

**How should I respond when a child brings a piece of work to show me?**

In all cases there is one principle which can generally be applied -- find something positive to say!

**Are there special guidelines for hearing readers?**

Yes. We have produced a separate leaflet to cover this area which we will give to those volunteers involved with reading.

**What if I am reading in the Library or Hall and another child is being silly?**

Ask the child what he or she is meant to be doing and explain that they are disturbing you. If the behaviour persists, ask the child to go back to the classroom.

**Thank you ...** for your time, enthusiasm and patience. Both children and staff reap enormous benefits from your involvement in school and we hope sincerely that you thoroughly enjoy your time working with us.

**And finally...**

There are just two more things that you need to remember:

* Don’t forget to sign yourself out when you leave.
* Give yourself a pat on the back for making a true difference to the work of the school.