



Nurturing potential within a Christian ethos

St John's Church of England Primary School Volunteer Procedure and Guidance

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Introduction

This policy supports the work of the school in promoting its vision and values. The school expects all members of the school community to always uphold and demonstrate the school's values.

Vision

Nurturing potential within a Christian ethos

Together we will work to enable all our children to achieve their full potential within our Christian family. Through the teachings and examples of Jesus, we nurture individuality - providing challenge, developing self-esteem and promoting care and respect for each other and God's world.

'I can do all things through Christ who strengthens me' Philippians 4:13.

Rationale

We have produced this guidance for those parents and carers who are kind enough to volunteer to help the staff and children at St John's CE Primary School. The whole staff values your contribution to the children's learning and appreciates your help. We hope you find your time with us rewarding, enjoyable and informative.

Some guidelines

We really appreciate your offers of help. However, you will realise that to keep the children safe we have to take a few precautions. Before you can help in school, we need to complete a DBS check – Mrs Pope or Mr Bundock will tell you how we do this.

The class teacher will provide guidance and appropriate activities. Adults helping in school are not normally left alone with children. If children need changing or first aid, this should be done by a member of staff.

It helps if you can identify a particular morning or afternoon when you are available to help. Please let us know when you can come in. We know that some parents can only come in on an occasional basis or on alternate weeks. Your help will still be very much appreciated so please talk to us about what you can manage.

If you find you are not going to be able to come into school on a particular day, it is really helpful to know in advance even if that's only a phone message on the morning in question.

When you arrive, please come into school through the front door, sign in at the school office and collect your visitor's lanyard. Don't forget to sign out and return your badge when you leave.

Ways you may be asked to help in school

If there are things, you particularly like or don't like doing please let us know. Sometimes we need support in different classes at different times, the allocation of volunteers is at the discretion of the class teacher, headteacher and the senior leadership team.

Activities which will take place with one child at a time

- Hearing children read
- Helping children learn their key words
- Helping children to learn phonemes and graphemes

- Helping children learn their weekly spelling
- Testing children on their weekly spelling
- Working on maths activities

Activities which involve working with a small group of children

- Reading in a group (guided reading)
- Painting and craft work
- DT (Design Technology)
- Playing games
- Working with the computers
- Cooking
- Gardening
- Playing in the role play area
- Supporting work in various subject areas by talking with children about what they are doing.

Practical jobs that need doing

- Changing reading books and recording in the child's record book.
- Keeping reading books and library books in good repair and put away correctly.
- Photocopying and laminating
- Sharpening pencils and crayons

Occasional activities

- Helping on walks in the village and trips further afield
- Helping at times like Christmas plays and parties and special days or weeks such as Book

Safety in the school environment

All visitors are asked to sign in outside the school office and to wear a visitors lanyard. This helps to identify people who shouldn't be on the school premises as well as being part of fire regulations. All DBS checked visitors wear a green lanyard and non-DBS visitors wear a red lanyard.

Fire Alarm

When the fire alarm sounds, make your way to the playground with any children you are supervising. Do not go back to the classroom.

Smoking

You are reminded that the whole school is a non-smoking site

First Aid

There is a list of first aiders in school. If there are any accidents, they are trained to deal with them – just ask.

Safeguarding

Occasionally in school you will become aware of information about children which is confidential or private to the child or their family. This is a delicate matter that requires a great deal of tact on your part. If a child gives you a piece of information of a sensitive nature, please inform the class teacher. Any information that leads you to believe a child is at risk should be immediately reported to the Head Teacher or Deputy.

Confidential Information

Any conversation with parents outside school is a breach of the school's confidence. Even quite innocent comments could be misunderstood by other parents. It is therefore important to treat anything you hear or see in school regarding children as being in absolute confidence and entirely a matter within the school.

Similarly, you may find that parents who are friends will ask about the progress or behaviour of their children in school. Again, this is a matter requiring a great deal of tact on your part and it is very important that you suggest if they are worried in any way about their child then they must discuss the matter themselves with the head or class teacher.

Thank You

In case we forget to say so, please be assured that we really do appreciate your help. (We may sometimes forget to say so because we are busy, but we do!). If you have any worries or queries, or any good ideas on how we can improve something, please let us know – we are always willing to listen.