



Volunteer Policy

Welcome

Thank you for offering to help in school

Your time and support are very much appreciated by all the staff and children

The children and teachers look forward to your visit. The class teacher will have planned the activity you are going to do.

Obviously, there will be occasions when you cannot come in, for all sorts of reasons. If this proves to be the case, could you please let the school office know beforehand.

Frequently Asked Questions

HOW WILL I KNOW WHAT TO DO?

Don't Worry!

The teacher will discuss with you:

- the activity
- how it will be carried out
- what you will be expected to undertake
- what the child / children are expected to do

You will have the opportunity to ask any questions. At the end of the session, the teacher will welcome any feedback. Were there any particular difficulties? Was the session enjoyable, etc?

WHAT DO I DO ...

... If there is a discipline problem ?

In the unlikely event of anything untoward happening, speak directly to the class teacher rather than attempting to deal with it yourself.

Please read the federation's behaviour policy on our website. This will give you an outline of the school's approach to dealing with any behavioural difficulties.

... If I find any lost property?

You should give it to the teacher.

... If there is a need for First Aid?

Report it immediately to the class teacher.

... If the fire bell goes?

There are set procedures that the children and staff will follow. Exit routes vary according to your location in school. Please make sure that you are aware of those relevant to you. Once outside, report to the class teacher.

... If I discover a fire?

Any person finding a fire should:

- Sound the alarm (by alerting the nearest member of staff)
- Exit the building with your group by the nearest safe route.

GOOD PRACTICE GUIDE FOR VOLUNTEERS WORKING WITH SCHOOLS

1. It is important to see all adults in school as role models, so please remember this at all times.
2. Your help will bring you into close contact with staff and pupils. Please remember that much of what you see in school is confidential, so do not talk about it outside of school.
3. Always remember that you are not expected to make judgements about pupils' abilities. Any personal views you may have about a pupil's ability should not be disclosed.
4. Always listen carefully to the requirements and instructions given by the class teacher, or Head of School, and try to carry them out to the best of your ability.
5. When in class, do your best to reinforce to pupils the instructions given by the class teacher.
6. Unless the matter cannot wait, remember not to interrupt the teacher or discuss non-urgent matters with them during teaching time.
7. Do your best to build positive relationships with pupils and staff. Try to make comments which are tactful, constructive and supportive. Always try to deal with problems as discreetly as you can.
8. Although it can be tempting, please do not seek to use your time in school as an opportunity to discuss personal issues such as your child's educational progress. Apart from distracting teachers from their work, it could lead to other parents feeling that you have taken advantage of your position as a volunteer.
9. The school has an Equal Opportunities Policy. This means that you must speak and act at all times in a way which respects everyone whatever their race, nationality, colour, gender, sexual orientation or disabilities.
10. You are probably already aware of the dangers of physical contact with pupils. Please do everything possible to avoid what could be misconstrued as inappropriate physical contact with pupils. Also remember that you should not get drawn into inappropriate topics of conversation with pupils.
11. If a pupil begins to talk to you about matters which disturb you, please talk to the Head of School or Executive Headteacher.
12. In general, remember that if you are in doubt about anything, always ask the advice of a member of staff or the Head of School.

13. You need to be aware that a breach of any standards set out might lead to a decision not to use you as a volunteer, either for a temporary period or, where a breach is serious, permanently. Obviously, we hope and expect that such a situation will never arise.
14. You need to be aware that the school is required to carry out a DBS (previously CRB) on all volunteers assisting in school. This check is for the safety of the children which you will agree is of prime importance.
15. Finally, we hope that you will find this guidance sensible and helpful. We are confident that you will enjoy the experience of working in the school.

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I understand and accept the above Notes of Guidance which apply to my involvement as a volunteer within the Lower Halstow and Newington CEP Schools Federation

I confirm that I have read the safeguarding policy and behaviour policy.

Name (print in capitals)

Signature

Date

Please return the second copy of this document to the Head of School