

Volunteering



Parent Mini
Guides

The Three Schools

Welcome to Drayton Parslow Village School

Thank you for your interest in volunteering at our school. We are aware that your time is very valuable and we appreciate the help that all our volunteers give in supporting the work of the school. We want you to enjoy your time with us; we have produced this guide to make sure you feel comfortable, supported and appreciated. There is a lot of information here, but please don't hesitate to ask questions if you are unsure about anything!

Induction

A member of staff will go through the following information with you:

DBS Checks

All volunteers will be asked to undergo a Disclosure and Barring Service (DBS) check. Mrs Alman will let you know which documents she needs to see.

Signing In and Out

It is important for security and fire regulations that all volunteers working in the school can be identified and located at all times. We ask you to sign the book and wear a 'Visitor' lanyard follow this simple routine every time you visit the school:

- Confirm a time and day with the teacher you are helping prior to your visit.
- Sign the visitor's book and collect a visitor's badge.
- Find your link staff member to let them know you have arrived.
- When you leave, please return to the office and sign out.

Confidentiality

Confidentiality is very important and we would therefore ask you to treat anything you hear or see in school as such. Some things that happen in school or are discussed between staff are of a sensitive nature and we would ask you to be respectful of everyone in the school community. If you are approached for specific information by a parent, you should refer them to the class teacher or the Head. We appreciate your support in this matter.

Health and Safety

All helpers are responsible for the health and safety of the children in their care. If you observe a risk that needs action please speak to a member of staff.

Fire Regulations

In the instance of a fire drill, Mrs Alman will ring a handbell. You should vacate the school using the nearest exit. Please follow the lead of the class teacher if in class and encourage the children to move quietly and without panic to the far end of the playground.

First Aid

We have several qualified first aiders in school who are on hand to deal with any first aid treatment. If a child requires first aid, please see a member of staff. First Aid equipment is located in the kitchen.

Child Protection and Disclosures

It is possible that children may tell you (or try to tell you) things relating to some form of abuse. While you cannot promise confidentiality within school (i.e. you must make it clear to the child that you will have to tell someone), you must ensure that once you have passed the matter on you do not discuss it with anyone else. If you have any concerns at all about the welfare of a child please don't keep these to yourself - you have a duty to report any issues regarding child protection. You should report concerns to Ms McCollum (or in her absence, Mr May).

Safe Practice

To protect the children you are helping, and yourself:

- Try to work in sight or hearing of other volunteers or staff members
- Avoid any physical contact with the children;
- Never accompany children into the toilets
- Please don't use your mobile phone inside school, when working with children.

School and Class Expectations

Each class follows 'The Golden Rules' which are displayed around school and in classrooms. However, you must not feel responsible for managing a pupil's behaviour beyond making a reasonable attempt to help the child focus on their task.

- If necessary, ask them politely to settle down to help them and others concentrate.
- If a child is not engaging at all with their activity, remind them of the purpose of the activity and that you are there to help them.
- If your reasonable attempts to help the child engage with their task are not working, seek support from the teacher or TA.
- We endeavour to maintain a positive environment within the school at all times, and as part of this ethos, reward systems and stickers are used to reinforce positive behaviour. Please feel free to use these incentives to reward positive behaviour.

Working with the children

- Expect children to use your 'grown up' name, for example Mrs Smith.
- Questions are an important tool in learning. Use open-ended questions such as: Why do you think..? What other way could you think of...? Could you have got the answer any other way...? Explain to me how you..? ...

Communication with the School

It would be helpful if you could support at a regular time each week as the teacher can then plan activities to involve you within the lesson. If you are unable to help, please let us know as far in advance as possible.