

## Introduction

We very much welcome the help of volunteers in school and believe the support they give us makes a huge contribution to school life – in many different ways. We recognise the importance of you as part of our home – school partnership, our role in the community and overall school ethos.

We believe our school should be open and welcoming to all who would like to support the children. However, our overriding concern is for the safety of the children in our care. This guidance sets out our policy to ensure children benefit from as much help and support as possible, while at the same time provided with the best possible security.

We will try to ensure that at all times you are engaged in activities that are meaningful and appropriate and that you are fully aware of the school's expectations. We would like you to feel confident about helping and realise you may have many questions to ask, especially if this is the first time you have helped in the Juniors.

We hope that you will find this guidance helpful and sensible and we hope you enjoy the experience of working in our school.



## Our Values

Our values are our central beliefs that underpin everything we do. They are designed to be clearly understood and shared by every member of our school community, defining the way we work with each other.

The explanations of what our values mean come from the children themselves:

### Responsibility

- Taking care of everything and everyone around us, including ourselves.
- We also take responsibility for our own actions.

### Equality

- We are all equal and therefore should be treated the same.
- All members of our school are equally as important and should be valued as such.

### Achievement

- Our school is one where all children's achievements are celebrated.
- We deserve to be proud of our achievements in whatever we do.

### Consideration

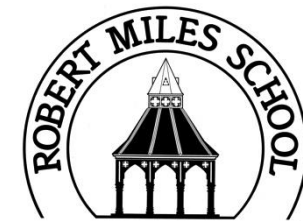
- Consideration is thinking of others and treating others how you want to be treated yourself.
- We look after our school and our school grounds, which shows consideration for our own environment.

### Honesty

- Being truthful with each other is very important in our school.
- We are honest with ourselves about our strengths and weaknesses.

R ~ E ~ A ~ C ~ H

# Robert Miles Junior School



## Guide for Volunteers

## Safeguarding

Our primary role in school is to protect and keep children safe.

We recognise that the role of volunteers is vital in many different areas of school life and we welcome offers of support. Volunteers are required to complete a Disclosure and Barring Service (DBS) check before they begin. If you are volunteering, there is no charge for and it will be organised through the school office. Please be assured that all information will be treated in the strictest confidence.

**If you have any concerns about the safety and wellbeing of a child following something you have heard or observed you should inform the school's Designated Safeguarding Lead (DSL), James Evelyn.** If a child tells you something that causes concern it is important that you just listen, do not ask leading questions and do not promise to keep a secret.

### Security

Please use the front door even if you know which class you will be working with, and please sign yourself in and out using the tablet in the office. You will be issued with a visitor badge that should be worn at all times.

### Fire Procedures

The fire alarm is a continuously ringing bell. When it sounds leave by the nearest exit and assemble on the upper playground. Please ensure any children you are working with leave calmly and quietly and join their class line, informing their class teacher you are there.

### First Aid

If a child you are working with requires first aid please escort them to the school office where Mrs Wallace or Mrs Fisher (our named First Aider) will treat them. Please do not administer first aid yourself.

## Guidance

### Confidentiality

This is a very sensitive area and one where clear guidance is helpful to all. Parents hand their children over to school trusting they are safe and that their progress and welfare will be treated with complete confidentiality. Therefore it is important that any one helping in school understands how this affects their role as a volunteer.

You may see children struggling with work, being upset or misbehaving or hear or see other information concerning a child. It is not just children's progress that needs to be kept confidential. Some children have medical needs to which we must attend; some families have complex circumstances that means a child does not join in certain activities and some children might be experiencing a traumatic time at home and their behaviour at school may be affected.

Please do not be tempted to share **anything** you have seen or heard while helping at school with friends, family or a child's parent. We have well defined procedures for informing parents of what has happened whilst the children are in school and make the judgments about when and what to discuss with parents.

If you are approached by another parent and asked for information it is vital you refer that parent to the class teacher.

Similarly, parent helpers and volunteers working in the classroom should do so on the understanding that they support the teaching staff and will not pass opinion on such matters as discipline or teaching styles outside the school. 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 if necessary the Headteacher.

### Behaviour

We have high expectations of children's behaviour and will expect them to behave when they are under your supervision as they do for school staff. Children will sometimes "push the boundaries" when with a helping parent. If this happens, quietly tell them what they are doing is wrong and remind them of what they should be doing. If any pupil behaves inappropriately and fails to follow your requests you must let the teaching staff know.

### When Working with Children

- ❖ Encourage independence – support, guide and model without doing the work for the children.
- ❖ Encourage children to talk about what they are doing – this makes them think.
- ❖ Ask open questions where a child can't just answer 'yes' or 'no'. For example: How did you do that? What do you think would happen if? What do you think will happen next? What did you notice?
- ❖ Feedback anything to the teacher you think they may need to know, particularly if a child finds something hard or struggles.
- ❖ Seek to promote positive and acceptable behaviour by actively praising and reward "good" behaviour.
- ❖ Children learn very quickly from the actions, words and attitudes of people around them. Therefore it is important that all our own behaviours in schools are those we want the children to copy.
- ❖ Be aware of our school values and take every opportunity to refer to them and promote them.
- ❖ Enjoy watching children make progress as a result of your help!