



Olveston CEVC Primary School Policy for Volunteers in our School

Guidelines for Volunteers In School

The School has established a policy in support of Parents (and other adults) wishing to work as volunteers in School.

There are two main ways of helping: -

- a) Occasional support e.g. at sports events or school trips. These are individual events and generally parents/volunteers only commit themselves to one or two occasions.
- b) Regular support. This is when parents or helpers offer regular weekly support to the school for a period of time. Usually the commitment will be for a term and will consist of one or two timetabled weekly sessions.

We encourage and recognise parents as educators, we always welcome parents into school. We sometimes offer work experience for young adults in training as well as young people wishing to have a work experience of school life.

Please see the information below (Appendix 1) and our Parent Helper/Volunteer leaflet (Appendix 2) for some information given to volunteers on their first visit.

Signed: _____

Date: May 2011

Appendix 1

WELCOME TO OUR SCHOOL

Thank you for your interest in volunteering in school.

Volunteering can take many forms and we appreciate the help that our volunteers give us to support the work of the school.

We value our volunteers and we hope that you will enjoy working with us.

We have produced this guide to help you feel comfortable working in school and we hope that you will also feel able to ask any questions as they arise.

The points of contact for volunteers in school are as follows:

- the class teacher you work with
- the school office
- the Headteacher

What procedures do I need to follow to help at school?

Any adult volunteer wanting to help at the school will need to come to the office and express their interest. If you are working within the classroom and are working with children in the presence of a teacher, less than three times a month, you will not need to have a Criminal Record Bureau (CRB) check. If you help more than three times a month or are on your own with children in the school, we will require proof of identity and a CRB check. We do not want this procedure to put off volunteers, but this safeguarding measure is in place to contribute to the safety of all our children.

Safety is at the heart of our care for all children and it is very important that we know exactly who is on the school premises and where they are. We do so via the school office and ask every adult who comes into school to report to the office. Each visitor must see the secretary and sign in. They will then be issued a visitors badge. We ask that visitors then sign out when they leave and return the badge.

Where will I be working?

Usually parents/carers help in their child's class. You may be asked to help in another class where additional support for an activity would be useful. Volunteers often utilise their skills and help in a curriculum area such as Art or ICT. Please let us know if you have an interest or skill in a certain area.

How much time must I give?

Another short answer — It's up to you!

We appreciate all the time you choose to offer. Some volunteers prefer to have a regular time each week for a term, some prefer to arrange to help when they can spare some time e.g. for school trips, walking children to and from church, on special school activities or visits etc.

All we ask is that you let us know if you have made an arrangement with the school but find that you can't come.

Your work in school is valuable and the teacher may have been counting on you to help with an activity that cannot go ahead without your help.

Let us know if you cannot come - just give us a call or send a message so that we can avoid disappointing the children.

School is a work place and you will be supporting children's learning and joining a committed team of staff and volunteers.

Where can I go in the school?

As a volunteer you will be expected to work with the teacher/s whom you have decided to help.

You will be sharing the classroom with the teacher/s concerned. The teacher will be responsible for you and if you are in any doubt about your role, where you should be working or questions about the school please ask your teacher.

We have a tea and coffee area for helpers in the ICT suite and you are welcome to use the sofa seating in the mezzanine or library areas. The staff room is not accessible to volunteers/parent helpers.

You can use the toilets that the staff use located by the staff room. We request that adults do not use the children's toilets.

What do I do if I have seen challenging behaviour or something that concerns me?

It is very important that you share any concerns with the class teacher. What you have seen or heard may be part of a bigger picture and will need investigating further. If you are unable to talk to the class teacher, please come to the school office and speak to Mrs Hemming or Mrs Peacock who will pass on the details to Miss Bertham. We have well defined procedures for informing parents of what has happened whilst the children are at school. Please do not be tempted to relay anything you have seen or heard in the classroom to other parents. We need to be assured that you will exercise total discretion in all respects when you are helping in school. We ask that all volunteers sign a confidentiality slip and hand into the school office.

We expect all members of the school community to be polite, courteous and self-disciplined. Pupils watch us and follow our example.

The same rules apply to staff, children and volunteers working in school.

- Never get into an argument with children or adults. Teachers are trained to deal with problem situations and they are paid to take responsibility
- Never tell off a child. The school has a behaviour policy which children are expected to follow. As a volunteer you are not expected to discipline children. If there is a problem — tell the teacher straight away.
- The only time we would expect any adult to intervene is to prevent a child hurting themselves or another child. Do this by telling them quietly and firmly to stop. Avoid physically restraining a child unless they will damage another child or themselves and do this with great care.

- Never shout at a child
- Never hit a child
- Never threaten to hit or manhandle a child
- Never be left in sole charge of a child
- Read the school policy on anti-bullying and behaviour

What rules are the children expected to follow?

At Olveston School we have high expectations for achievement and behaviour. The school vision highlights our ethos and values (can be found on website). The children have also worked with Miss Bertham to develop a set of clearly defined school rules.

The school has a positive behaviour system used by all members of staff, as outlined in our behaviour policy (please see the school website). This is age appropriate for both Key Stages 1 and 2 and helps to celebrate good behaviour and reinforce our school rules. As a helper, you will not be required to manage behaviour, but the children enjoy verbal praise for good behaviour from all adults.

What medical/accident procedures must I follow?

We have several qualified first aiders in school who are on hand to deal with any first aid treatment. We ask that helpers do not administer first aid of any kind. If a child requires first aid, please see a Teaching Assistant or Lunch Break Supervisor. If you are injured whilst on the school site, please report this to the school office. In the event of an emergency, each class has a red card that can be sent to the school office. If you are responding to an emergency yourself, please stay with the child and send another child to fetch a member of staff.

Am I insured while in school?

You will be insured for the same activities as teachers. The school policy is available for you to see in the school office. Please read it and ask the teacher with whom you work if you are unsure about anything.

Basically, as long as you follow the guidelines in this booklet you will be covered by the school insurance policy for most ordinary occurrences.

What work should I NOT undertake?

Some activities would bring volunteers into conflict with employed persons and may strain industrial relations. The school will know which these are and you can ask to see the guidance notes if you wish.

Health and Safety Regulations will prevent you undertaking some activities. These Regulations are available for you to read if you wish.

Some activities will expose you to unnecessary risks and teachers supervising your work should ensure that this does not happen. For example, never be left alone with a child or children.

You should be clear about your responsibilities and your role at the school. If in doubt check with the Headteacher.

Appendix B provides some further information for parent helps and volunteers.

What about confidentiality?

We expect our volunteers to abide by the same code of confidentiality as teachers. Our parent helper/volunteer leaflet (appendix A) contains a confidentiality agreement and we ask anyone helping in school to sign this and hand it into the school office.

What if I'm not happy?

We will ensure that you have an opportunity to discuss how you feel about your volunteering with the teacher responsible for you but if you are unhappy in the meantime please tell us!

Please do not just leave.

If it is work or other problems one of us will be pleased to listen and help if we can. It's the least we can do in return for your valuable time and commitment!

AND FINALLY....

We would like to thank you for offering to volunteer to help at our school. We regard you as a friend and member of our team. We have a professional duty to you - just as we have to all members of staff— to make your time with us happy and fulfilling.

Together we make a great team!

This policy should be read in conjunction with:

- Anti-Bullying Policy
- Behaviour Policy
- Single Equality Policy
- Trainee Teachers and Work Experience

Appendix 2

School Vision

Trusted to provide a stimulating, secure and caring environment that is enhanced by the Christian ethos of the school, enabling children to develop skills for life and belief in their individual potential, so that they make an effective contribution to society.



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 Bristol
 BS35 4DB**

We truly value your contribution.

How will my child benefit?

When children see their parents or other family members getting involved in the school, it:

- ⊙ shows them that you are interested in what the school is doing
- ⊙ lets them see that you value what they are learning
- ⊙ gives them a sense of security
- ⊙ helps them learn about good citizenship from your example.

How will I benefit?

- ⊙ You will get to know the teachers and other parents
- ⊙ You will gain a better understanding of how the school works
- ⊙ You will see how your child relates to other children and teachers
- ⊙ You will be setting a good example to young people
- ⊙ You will have the satisfaction of knowing that you are making a contribution to the school and to your and other children's learning.

How will the school benefit?

- ⊙ It gives the school a wider range of experience and skills to draw on.
- ⊙ The school will develop a better understanding of parents and the community.
- ⊙ Teachers will be grateful for the extra help.

Parent Helper



Lifelong learning,
striving for excellence



Olveston C.E.V.C. Primary
School would like to thank you
for volunteering to help us.

Your generosity is appreciated
by both staff and children.

It's great when the
best way to learn
is the most fun
tool

We have produced this leaflet as a basic guide for those parents and helpers who are kind enough to volunteer to help the children in Olveston C.E.V.C. Primary school. It may be that you feel unsure about how you can help, so hopefully this will help to allay any doubts or apprehensions. We welcome your help with many different aspects of the life of the school, from reading with children and supporting group work to preparing resources and even gardening! Some parents/helpers are able to help regularly and others can only spare time now and then. Although we have a timetable to work to, we like to think that we are flexible and will try to find a time that suits both of us.

How do I volunteer?

The 'Year Ahead' meetings, in September, are a perfect chance to approach the class teacher with your offers of help. However you can join us at any time during the school year—just arrange a time to meet with the teacher to discuss your areas of interest.

Health and Safety

For a variety of health and safety issues, it is very important that we know exactly who is on the school premises and where they are. We therefore ask that every adult who comes to the school does so via reception.

Please sign in and collect a security tag and badge.
 On leaving the building, sign out and return tag/badge.
 For your own protection/safety we ask helpers not to enter the classroom unless the class teacher is present.



Activities you might like to help with...

Reading Numeracy Science Art Cooking
 Sewing Library Lunch playtimes Trips/visits
 History Geography ICT Design technology
 Gardening Drama Recorders
 General classroom help

You may wish to talk to a class or even the whole school about something special or worth while that you have been involved with. Likewise if you have a particular talent or skill, please don't keep it to yourself. We want our children to have the richest learning experience that they can possibly have.



Times of lessons for key stage 1

9.00-9.10 registration
 9.10-10.10 lesson 1
 10.15-10.30 assembly
 10.45-12.00 lesson 2
 12.00-13.15 lunch
 13.15-14.15 lesson 3
 14.45-15.00 playtime
 15.00-15.30 lesson 4

Times of lessons for key stage 2

9.00-9.10 registration
 9.10-10.10 lesson 1
 10.15-10.30 assembly
 10.45-12.15 lesson 2
 12.15-13.30 lunch
 13.30-15.30 lessons 3 and 4

Signed.....
 Date.....
 Please sign and hand to class teacher

School Confidentiality

In volunteering to work as a helper at Olveston C.E.V.C. Primary school, I become a member of a team that works to provide quality education. I understand that my role is one of support for the school staff and children.

I will respect the confidentiality of staff and children at all times and will not discuss or divulge any information or activity which occurs at school. I will respect the rights, privacy and dignity of all members of the school community.