

Volunteer Guidelines for Supporting Children in School

It is vital to encourage the children to talk about what they are doing in order to support them in using the correct vocabulary.

There is no rush. We give the children plenty of time to complete a task and they will often need to return to it over several occasions.

Always encourage the children to do things for themselves. It is important that they are independent and although some children may need help and supervision, the end result should always be their own work. Please don't be tempted to do the work for them! The learning that goes on while the children are doing an activity is often much more important than the end product!

When playing games with the children, try and encourage the idea of taking turns, sharing and being a good loser. Use the school's character vocabulary to reinforce the behaviours you want to see.

It is important that all children in school are given equal time and attention.

Never lift, carry or move a child in any way.

Mobile phones must put away in a secure place and on silent whilst helping in school.

If you are in school over the break period, there are tea and coffee making facilities for visitors in the staffroom which you are welcome to use. If you are a regular visitor then please ask our office manager, (INSERT NAME HERE) about contributing to tea and coffee funds.

The photocopier is located (INSERT LOCATION HERE). You may be asked to use this machine to support the class teacher in preparing resources. Please ask in the school office if you are unsure of how to use it.

Do not administer First Aid to children whilst you are volunteering in school. Several staff hold certificates for paediatric first aid and first aid at work. Please talk to the class teacher or teacher on playground duty if you are approached by a child with an ailment or injury.

Always check with the teacher or look for the fire route map on the wall of the room you are working in to see where your escape route is in the event of a fire. If the fire alarm sounds, please make your way safely to the nearest exit (using the route shown), guiding the child you are working with in a calm manner (e.g. hearing readers in the library).

If you find that 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.

Occasionally, volunteers ask the school to provide a written reference when they are seeking employment. We stipulate a minimum qualifying period of three months attendance of regular volunteering (e.g. once a week) before we feel able to provide a work-based reference. We believe that this is fair to both prospective employers and candidates.

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.

Guidance for Volunteers for School Trips

These guidance notes have been written in conjunction with EVOLVE. If you have **any questions** about a school trip, **please see the class teacher**. We do appreciate your help on school trips – it would be difficult to organise visits outside school without parent volunteers.

Before the visit

- Risk assessments will have been completed by the trip leader (usually one of the class teachers) before the trip takes place. Please ensure that these have been discussed with you before you leave. You will be asked to sign to confirm that you have understood. This will help you to ensure that all the children, and yourself, remain safe throughout the day.
- The teacher will give parent helpers a list of children for whom they are responsible. Parents may not always have their own child in their group.
- All children are told that they must stay with their group and the group adult at all times.
- The class teacher sets and leads the rules, routines and expectations for the day, please make sure you listen to the teacher, so you know these too.
- Never be alone with a child.
- If you cannot make the visit, please phone the school by 8am or earlier so alternative cover can be made otherwise the trip will have to be cancelled.
- Make sure you have the phone number of the trip leader so that in an emergency you can contact them.

Journeys

- If the trip involves a coach journey, please help the children in your group put on their seatbelts. Make sure that you sit with your group and help them if needed throughout the journey.
- Children are not allowed to eat or drink on the coaches.
- The class teacher has sick bucket/bags, if needed.
- Please help the teacher by ensuring your group follows all instructions e.g. when to eat and drink.

Activities

- The class teachers will have organised activities for the children to take part in throughout the day. Most of our trips are about giving the children different experiences and opportunities, so please talk to the children about what they are doing and encourage them to discuss what they are finding out.
- Make sure that you are aware of the activities the visit will need you to be involved in so that you can dress appropriately (e.g. lots of walking will mean comfy shoes, muddy fields etc)

Lunch / Food

- Please sit near to your group to eat your own lunch, and make sure that the children tidy away all their litter once finished.
- Remember to bring yourself a packed lunch. If you need to go and purchase your own lunch, please make sure that a member of staff is aware that you are going so they can ensure the children in your group are supervised appropriately.

- Never share your own food or drink with the children.
- Please do not bring any foods which contain nuts as we have children who have severe allergies.
- If children don't have their own lunch then please inform their class teacher.

First Aid

- The class teacher is responsible for ALL first aid and medication.
- If there is a medical or other emergency, let the class teacher know immediately.
- The class teacher is responsible for contacting the school and associated parents in emergency situations.

Toilet /Wellbeing

- Please let a member of staff know if any of the children in your group need the toilet and they will help and advise you. Never allow a child to go to the toilets, without a member of staff being present.
- If you need to leave your group for any reason, e.g. to go to the toilet, please inform another adult.
- If you do need to smoke please do so well away from, and out of sight of, the children. Please let a member of staff know that you are going so they can ensure the children in your group are supervised appropriately.

Confidentiality

- Do not take photos of the children on your own device such as mobile phone
- Please put your mobile phones on silent so that you are not distracted by phone calls or text messages during the trip.
- Parent volunteers are asked to keep the same degree of confidentiality on visits as in school. If you have any queries or problems concerning the trip, please direct these in the first instance to the class teacher, or if you would rather, the Headteacher on return from the trip.
- Never answer other parents questions about a trip – always refer them to the class teacher.

Have a lovely time – and thank you for your help!

Guidance for Volunteers on Safeguarding children including PREVENT

Everyone has a duty to keep children safe. Children may disclose information or worries at any point during the school day. It is not unusual for children to disclose information to people they feel less affiliated to and anything could trigger this.

If a child says something that concerns you:

DON'T make promises of secrecy

DON'T ask questions of the child

DON'T appear shocked or terrified but instead remain calm and reassuring

DON'T delay in reporting the disclosure to a member of staff

DO listen closely and carefully to everything the child says

DO report it to one of the school's designated safeguarding leads for child protection immediately

DO write down as soon as possible noting the date, time and as close to the exact wording as you can of the child's disclosure and give to the schools designated safeguarding lead.

The school's designated leads for safeguarding are:

(INSET PHOTOS AND NAMES AND WHERE THEY MIGHT BE FOUND HERE)

As part of the Prevent Duty, School's have a duty to recognise children at risk of, or who may be vulnerable to, potential radicalisation. So we need to remain mindful of this risk to children and be aware of signs that could warrant early intervention.

This very much follows the same procedures as above in school and should be reported in the same manner. Signs could include:

- Expressing extreme views regarding people of other ethnicities, cultures or faiths.
- Unusual or unsafe online activity.
- Disclosures regarding family members views or behaviours towards other ethnic groups.
- Signs of isolation, fear or rejection of peer groups
- Recent political or religious conversion
- Conflict with family over political or religious views