



COLLEGE TOWN PRIMARY SCHOOL

Volunteering in our school

Thank you for giving up your time to help us in school!

This leaflet has been prepared to help you make the most of your time with us.

We hope you will enjoy your time in school and that you will get as much out of the experience as the children.

Thank you for completing your DBS check. This ensures that as a school we put the safety of our pupils first, which we know you will fully appreciate.

Contents of this leaflet:

- a) Arriving at school
- b) Domestic arrangements
- c) Emergency procedures
- d) Working with the children

a) Arrival at school

Please report to the School Office first and sign in. You will be issued with a visitor's badge/sticker which we ask you to wear all the time you are in school.

If you have a mobile phone with you then we will ask you to leave it at the office where it will be locked away. This is inline with our child protection policy.

Please then report to the teacher you are working with (unless asked otherwise). Before you start volunteering with us you will receive information about what you will be asked to do in school.

b) Domestic Arrangements

Toilets are located in the corridor to the right of the school library in the KS1 building and near the staffroom off the hall in the KS2 building.

Coats may be left in the Ladies cloakroom.

We do ask that parents do not use the staffroom as there is confidential material in here. If you wish to join the children in the playground you are welcome to do so.

Please remember that College Town Primary is a **NO SMOKING** school.

Please also remember that we are a NUT FREE school. Therefore ANY item brought into school or taken on a school trip MUST not contain any nut.

c) Emergency Procedures

Fire drills are held regularly. Please familiarise yourself with the nearest fire exit.

If the fire bell sounds – a continual ringing of the bell – the building must be evacuated immediately.

- q If you are with a class, follow the instructions of the teacher
- q If you are working away from the class (i.e. in the library):
 - § Stop work immediately
 - § Escort the children from the building using the nearest exit (***calmly, quickly and as quietly as possible***)
 - § Shut any doors behind you and do not return for any belongings
 - § Find the class line in the main playground
 - § Report immediately to the teacher
 - § Do no re-enter the building until told to do so

In the event of a *Broadmoor Hospital* alert:

- q The children must not be allowed out of the building unless accompanied by an adult
- q Teachers will issue updated detailed instructions

First Aid

If First Aid is required, ask one of the teaching assistants or teachers. They will deal with the situation.

We have strict rules regarding the possibility of infection. Please do not touch any body fluids. Plastic gloves (available in all classrooms) must be worn when cleaning wounds or mopping up blood, vomit etc.

d) Working with the children

Your role

- q In KS1 and KS2 your role may be working with children who are not in your child's class.
- q Your role will be clearly defined by the teacher with whom you are working- it may be helping out with administrative tasks as well as working with children.
- q If you are not clear about what is expected of you, please ask – it will save embarrassment later!
- q The children should never be left unsupervised.
- q At the end of a session always return the children into the care of the teacher – do not just let them find their own way back!

Helping the children to learn

- q Children learn much more when they do things for themselves; even when they take several goes before getting it right.
- q Help the children to discover the right way, by asking leading questions and by suggesting possible alternatives. *What if ...?* questions are very helpful.
- q Please avoid the temptation to help by doing it for them – particularly when time is ticking by! Give them advice and help a little, but they must do the task themselves. The teacher will fully appreciate that not all the children will achieve the same end product.
- q Please encourage the children by adopting a positive approach. A little praise goes a long way. Talk to the children and encourage them to talk about their work and discuss solutions with yourself and others in the group.
- q In most activities, the clearing away is very much a part of the lesson, and time should be allowed for the children to do this themselves. Do not allow the children to leave the tidying up (or washing up) just to you. They will, given half a chance!!

You are in charge ...

- q Make it clear to the children that you are in charge. Be assertive and explicit in your approach.
- q Talk directly and firmly to the children and always be seen to be fair.
- q We expect the children to show all adults in school the same respect they show the teachers.
- q If a child does 'try it on', issue a clear warning that you will not tolerate such behaviour. If it persists, return the child to the teacher straight away.
- q The children all know the School Code of Conduct:
 - § Be kind and caring to each other
 - § If you are unhappy or you see that someone else is unhappy – tell an adult
 - § Be friendly and polite to everyone
 - § Look after our School and everything in it
 - § Walk quietly and sensibly in School
 - § Keep the School clean and tidy

§ Make the School a happy place for everyone!

- q ***The children need to be aware that you also know the Code too! It is useful to use the language of the code in your praise e.g. "Matilda I really like the way you are walk so sensibly around the school." Positive and assertive behaviour management strategies support all children achieve their best and stops us all feeling as if all we do is nag!***
- q ***If you see an incident in school where a child/ren may need to be held responsible for their actions please always inform the class teacher who can then deal with the children following the school's behaviour policy.***

Other issues- confidentiality

- q It is important that everyone working in school respects confidentiality.
- q You will see and hear a lot. Please do not discuss with your friends what goes on in school, particularly with respect to individuals – it is so easy for misunderstanding to arise.
- q If you happen to be working with your own child this can sometimes lead to difficulties. Talk to him or her at home and explain that whilst at school, you are a helper and cannot behave in the same way as you do at home.
- q ***Sometimes children will talk to adults about sensitive issues, perhaps relating to their home life. Under the law and under our own personal responsibility to safeguard all children we have a duty to note anything that may indicate a child is at risk – physically, sexually or emotionally. The Child Protection Officer (CPO) in the school is the Headteacher. Any conversation that you are uncomfortable with MUST be discussed with the CPO and recorded. Please refer to the school's Safeguarding and Child Protection Policy for further details of disclosures and relate procedures.***
- q If you hear something that may be significant, please tell the class teacher or the headteacher immediately. All discussions of this nature are in the strictest confidence and names are not revealed.

Finally...

- q If you are unable to attend a session, please let the teacher know as soon as possible so that alternative arrangements may be made.
- q If ***you have any questions or concerns related to your class role please talk to:***
 - § ***the teacher you are working with***
 - OR
 - § ***The head of stage – Mrs E Lacey Year 5-6; Mrs F Mitchell Year 2-4, Miss E Batten Nursery – Year 1***
- q ***If you have questions of a general nature please talk to:***
 - ***The school's administrator, Mrs Dove***
- q We are very grateful to you for sparing your valuable time to help us in school. With your help there is so much more we can do for the children.