



Volunteer Information

The aim of this information is to help provide you with the kind of things you need to know when you start helping in our school. It is designed to answer your questions and help to make you aware of some of the organisational and administrative routines that we follow. If any of your questions remain unanswered please advise us so we can update the handbook.

We hope you will be happy working in our school.

General Guidelines for Volunteers Working in School

Milverton Primary School actively seeks volunteers to help with activities associated with the curriculum during school hours. Headteachers have a duty of care towards their pupils and have to be careful to ensure that no one is given an opportunity through the school to take advantage of a position of trust. Some children may have difficulty distinguishing the status of adults who work with them; therefore it is felt important by our school that we should have guidelines laid down to protect both pupils and volunteers. Volunteers are used within the school to enhance and enrich the curriculum and as such are valued by the school.

Volunteers are used in a number of ways throughout the school:

- Volunteers may be asked to accompany school trips as an extra adult helper to ensure that there are appropriate levels of supervision for the children;
- Volunteers are used on the bus to swimming and at the swimming pool to ensure that there is an appropriate level of supervision for the children;
- Volunteers may also be used to help children with repetitive tasks within the classroom or to listen to children read;
- Some volunteers may be asked to assist children with activities they find difficult;
- Volunteers may also be asked to help with specific things to extend the curriculum of the children, e.g. Friday Activity Afternoon and extra-curricular clubs; and
- Volunteers may also be asked to assist the teachers with such things as photocopying.

The classroom teacher together with the deputy head teacher/head teacher will be responsible for deciding whether a person can help with tasks and whether it is a good idea to help in their own child's class or in another class.

Confidentiality issues may arise from time to time. If a child says something to a volunteer which concerns him/her, then the volunteer **must** share this first with the classroom teacher and then if asked, a DSL (Designated Safe-Guarding Lead: Matt Fisher/Laura Nicol). Anything a volunteer learns about a child in the classroom **must not** be repeated outside of the classroom.

It is important that the confidentiality of all individuals must be respected at all times. Details of any incidents that volunteers witness **should not** be repeated outside of the school. All volunteers are welcomed in the staff room during the break times, but volunteers must respect the confidentiality of staff.

If any volunteer finds that they have a problem this should be addressed first by the teacher in whose class they are helping, then by the deputy head teacher/headteacher.

For security reasons all volunteers **must** sign the book at the entrance of the school stating where they are and must sign out when they leave. Whilst in school volunteers must wear a visitors' lanyard.

All volunteers must have completed a DBS check before being able to volunteer in school and will be asked to sign a confidentiality agreement in line with the expectations outlined in this document.

Only in exceptional circumstances will volunteers be allowed to support in school without a DBS check and then a risk assessment will be carried out.

Personal mobile devices should be switched off and securely stored away at all times whilst on the school site.

All Volunteers are expected to have read the school safeguarding and child protection policy and visitor responsibilities document before commencing work at the school.

If a child is distressed then volunteers **must not** sit a child on their lap to cuddle them and offer them comfort, as this may be open to misinterpretation. Similarly, if a child initiates any kind of physical contact (e.g. cuddles), the volunteer must remove him/herself from the situation, giving positive reassurance verbally. Volunteers **must not** physically restrain children unless the child is about to harm him/herself or others. Teachers must deal with any such incidents not the volunteer. Volunteers **will not** be left alone with any child at any time, unless it cannot be avoided.

Volunteers are asked to set a good example to children e.g. by engaging appropriately with them in conversation and being dressed appropriately for the activity they are to be helping with, e.g. an overall for painting.

Behaviour and Reward Systems

Good behaviour should be encouraged and rewarded at all times. Volunteers should familiarise themselves with the reward systems that are in place in the class in which they are working.

Copies of the School's Golden Rules should be displayed in each classroom.

Any serious incidences of behaviour e.g. verbal and physical abuse, continued defiance, endangering other children and damage to property, should be reported to the class teacher or deputy head teacher/head teacher immediately.

Volunteers should not challenge children regarding their behaviour beyond minor misdemeanours, when the children's attention should be drawn to the Golden Rules.

Organisation of the school day

8.55	Bell goes on playground
8.55 – 10.10	Registration and Session 1
10.10 – 10.25	Assembly (Fridays only)
10.25 – 10.40	Morning Break
10.40 – 12.00	Session 2
12.00 – 1.00	Lunchtime
1.00 – 2.00	Session 3
2.00 – 2.20	Afternoon Break
2.20 – 3.20	Session 4
3.00 - 3.20	Whole School Assembly (Mondays and Wednesdays)
3.20	School ends

Timetable for the juniors is the same except lunch break is from 12.15 – 1.15pm and there is no afternoon break.

Health and Safety

Named First Aiders are Matt Fisher, Terry Heard, Christine Habel, Nicola Shilton, Amo Ryan, Laura Nicol, Ali Evans, Emma Bish, Jenny Clark-Hall, Sarah Brock & Hazel Edwards.

- There are four first aid boxes located :
 1. in the office
 2. in the junior corridor
 3. in the hall
 4. in the Reception classes cloakroom area

Each box contains a book for recording accidents and first aid administered in. All minor accidents/incidents should be recorded in one of these books by the person administering first aid.

Any child who bangs their head during the school day should take a letter home to their parents explaining the situation. Copies of this letter are kept in the front office. They will also need to be added to the 'Bumped Head' list in the office, in order for a text message to be sent home.

There is a no smoking policy in place in the school and grounds.

All electrical items in the school are given safety tests annually and should display up to date stickers showing this.

Any unsafe building or equipment should be reported to the Headteacher or the Site Manager immediately.

During their time in school all volunteers must wear a visitors' lanyard.

Firebell and drill procedures:

- These are displayed in each classroom.
- Practice fire drills will take place regularly throughout the year.
- When the fire bell rings it should be assumed that it is the real thing and everyone must evacuate the buildings.

Volunteer Concerns

It is important to us that all volunteers enjoy the time they spend supporting the school. Volunteers should not feel in an uncomfortable or vulnerable position. If you are concerned by any nature of your work or something that you have witnessed, with regard to child protection, or anything else then please talk to the class teacher or SENDco/deputy head teacher /head teacher immediately.

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