



# Volunteer Pack

## Introduction to Volunteers and Parent Helpers

Thank you for offering to volunteer in our school. We are very grateful for the time and effort you put in to supporting the children and adults in our school and we aim to make this time enjoyable and successful for everyone. If you have any questions regarding volunteering then please contact Ms Khan, the family support worker.

## Our Mission Statement:

At Grange Primary School we believe all children are entitled to develop to their fullest potential in a happy, friendly and secure environment in an atmosphere that promotes mutual respect, caring, courtesy and concern for others. It will give the opportunity for each child to develop confidence in themselves.

We will ensure that every child will have equality of educational opportunity in all areas with regard to special educational needs, gender, race and religion. We will strive to encourage all pupils to embrace and accept the diversity of cultures, languages and beliefs within the school, developing a positive partnership between the school and its community.

## Expectations of Volunteers

- Reading with children
- Working with small groups of children
- Working alongside individual children (if DBS checked)
- Resourcing and preparing for the class
- Undertaking arts & crafts activities with children
- Accompanying and supporting children on trips (if DBS checked)

## Volunteer Guidelines

The following are a set of guidelines, which we hope will help to establish a successful partnership between staff and volunteers at the school.

- If you are unsure of the purpose of the activity you have been asked to assist with please clarify it with the teacher or teaching assistant at the start of the session.
- If you are committed to helping on a regular basis and for any reason you are unable to attend on a day when you are expected, please inform the teacher or the school office in advance.
- Please sign in and out at the front office.
- Please remember that details about children and staff that you may know through volunteering are confidential and private.
- Children are always watching you – so it's good to let them see you interacting respectfully and cooperatively with other adults in the school.

- If a child tells you something that you feel is a concern but you might not know the relevance, you should discuss this privately with a child protection officer only. (Mr Holland, Ms Eva or Mrs D Smith)

## Helpful Points for working with children in our school:

- Give eye contact – it shows that we are paying attention to them and that we care. Bend down and chat with them. Stop and talk and look.
- Encourage everyone – find something positive to say – children thrive on encouragement and praise.
- Catch them doing something good – notice when they do things right – listening well, helping another.
- Find positive ways to make expectations clear. Instead of ‘You always talk, you never listen’ – say ‘I would love to see how well you can listen’.

## Some don'ts:

- Don't ask pertinent questions as children feel that they have to answer – they want to answer you. Use open questions, not closed. Ask open questions that will get a child to talk and not just give a yes or no answer. For example: ‘How did that happen?’ As opposed to – ‘Did this happen yesterday?’
- Please don't buy or give sweets to the children. It does not comply with our healthy schools policy and a number of children have allergies so you could be putting them at risk.
- Never put down a child - about clothes, about a joke that they have made – what they say is important to them. They need your praise and approval. Don't make them feel insignificant.

- Don't invade their private space – when they want to, they will come to you. Give them time. Some younger children may try to climb all over you but this is also inappropriate.
- Don't touch the children unless there is a first aid incident which needs dealing with or in the case of younger children holding their hand to cross the road.
- You should never be alone with a child, unless you have a DBS check which has been checked by the office. If you have a DBS, and have been asked by the teacher to work in a one to one situation- use the open spaces.

## Health and Safety

Here at Grange we are committed to ensuring the safety of adults on our premises and therefore we ask all adults to be aware of the Health and Safety Policy. Please be aware of healthy and safety around the school premise and sign in and out so that we know what adults and staff are in school at all times.

Should the fire alarm go off, we would ask that you would leave through the nearest exit and assemble in the playground.

## Child Protection

The welfare of the children is paramount and therefore to ensure their safety we have adopted the following procedure where- All volunteers must read our school policies and sign a Volunteer Agreement Form.

### Basic Child Protection principles:

- If a child makes a disclosure, write down everything they have said word for word. Go and tell a child protection officer. (Mr Holland, Ms Eva or Mrs D Smith.)
- Never make a promise to a child. Regarding telling others about anything that may concern their welfare.
- Do not ask any leading questions.
- Only work in public areas such as classrooms or corridors.
- If a teacher asks you to work alone with a child and you are not DBS checked, please inform the teacher of this.