



Dream big, shine bright

St NICHOLAS

C of E Primary School, Alcester

Volunteer and Work Experience Guide



1. INTRODUCTION

- 1.1 St Nicholas C of E Primary School is committed to creating an environment in which the teaching and learning, achievements, attitudes and well-being of every member of the school matter. We seek to create opportunities for all children to achieve their very best in terms of academic progress and personal goals. We aim to make the curriculum accessible to all, in a stimulating learning environment, in which success is celebrated in all areas. We strive to make everyone feel welcome. We endeavour to work with parents and members of the community to create a supportive environment for learning.
- 1.2 St Nicholas C of E Primary School believes that the greatest resource a school can have is its staff. However, no teacher or teaching assistant can be expected to know everything or be good at everything. Nor must we presume that our professional skills are unique. Parents and other members of the community have many skills which can be deployed in a school on a voluntary basis for the benefit of the children's education. Volunteer helpers in the classroom (including work experience), on trips and for extra- curricular activities are a great asset in helping teachers to offer a much broader and differentiated curriculum.
- 1.3 This booklet will provide volunteers with valuable information about "do's and don'ts" within the school system.
- 1.4 If any volunteers have specialist subjects or talents, please share them with staff and they will do their best to accommodate, and use, this valuable resource.

2. AIMS

- 2.1 Volunteers and Work Experience students cannot be expected just to "do". Their generous offer of time requires the school to equip them properly for the tasks we ask of them. Instructions must be clear. Volunteers support and supplement the teachers work. They do not replace the teacher. Having volunteer helpers in school is not a one-way process route. It is hoped that not only will volunteers gain a real insight into the work of the school and how education works, but also that they will thoroughly enjoy the experience; perhaps their work in school may open doors for them.
- 2.2 Volunteer helpers and work experience students are most welcome: -
 - To enrich the educational possibilities for the children.
 - To make more effective the teaching and learning within the school.
 - To promote the partnership between school, home and the community.
 - To demonstrate that learning continues through life.
 - To give adults the opportunity to use their talents and expertise in school for the mutual benefit of the children and themselves.
 - To give parents and other adults confidence.
 - To enable children to have more time to communicate their ideas and thus develop their understanding.
 - To release teachers from certain tasks, thus giving them more time for quality teaching, preparation and assessment.

3. Disclosure and Barring Service (DBS)

- 3.1 Before starting at St Nicholas C of E Primary School, all volunteers are required to meet with the Headteacher to determine their suitability and areas they wish to help/support the school. Following this, all volunteers at the school are required to complete a disclosure and barring service (DBS) online form. **This procedure can take weeks during periods of high activity so please allow plenty of time if you wish to support a particular event.** Until the school receives clearance and the volunteer has received their certificate, they are unable to help in school, attend school trips or transport pupils to sports matches.
- 3.2 The Office Manager, Liz Skan is solely in charge of this procedure and parents can collect details on how to complete the online form from her.
- 3.3 DBS checks for volunteers must be renewed every 12 months, we encourage volunteers to sign up for the 'update service' to enable this to be completed more quickly each academic year. Please note, this does not apply to Work Experience students who are under 16 years of age.
- 3.4 Staff must not invite volunteers into school without the knowledge and consent of the Headteacher.

4. CHILD PROTECTION

- 4.1 The school is committed to safeguarding and keeping children safe. All volunteers are required to read Part 1 of *Keeping Children Safe in Education* and the school's Child Protection Policy. All volunteers must meet with the Headteacher, before they start, to discuss these documents. This will ensure a full understanding of the contents and the implications of the statutory requirements for anyone working with children, be that paid or voluntary work.
- 4.2 Volunteer helpers should be aware that Mrs L Newell (Headteacher) and Mrs H Allen (Assistant Headteacher) are the designated staff members for Child Protection.
- 4.3 Any issues regarding a child's welfare that comes to a volunteer helper's attention should be referred to the Headteacher using the school's 'Green Form' procedure.
- 4.4 Occasionally, pupils feel that they can trust you enough to disclose personal information of a delicate nature. If this happens, explain to the pupil that you may have to share this information with another adult. Please report any disclosure to one of the designated members of staff AS SOON AS POSSIBLE. For more guidance please refer to page the Child Protection Policy.

5. ARRIVAL AT SCHOOL

- 5.1 All volunteers are required to report to the school office at the main entrance in order to sign in and collect a visitor's badge. This will allow the office staff to locate people who are visiting the site in the event of an emergency. It will also enable members of staff and pupils to identify you as an "official visitor". It is essential that you sign out and return your badge when you leave.

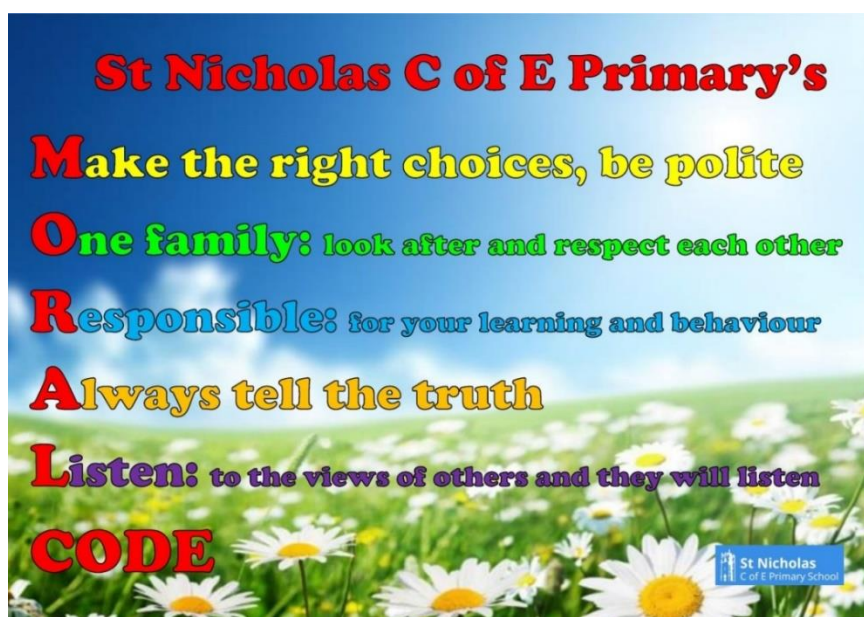
- 5.2 With regard to parking during your visits, there is no space in the car park and we request that you park, considerately, on St Faith's Road.

6. FIRE PROCEDURES

- 6.1 In the event of a fire or an emergency a bell will ring continuously. Please make your way out of the building via the nearest Emergency Exit.
- 6.2 Visitors and volunteers will be checked against the entry system log by a member of the Office Staff to ensure that everyone is safe.
- 6.3 Fire evacuation procedures are displayed in all classrooms.

7. WORKING WITH SCHOOL STAFF

- 7.1 Volunteer helpers and Work experience students should make an appointment with the Headteacher to discuss which class they may be in or how they could support the school.
- 7.2 The volunteer helper's role is to support school staff. Discussion about the school's needs and the volunteer helper's interests and skills should take place to determine the precise nature the support will take. Typically, a volunteer helper might support the teacher in preparing materials for lessons, doing administrative work such as filing, or working with a group of children or individual children in the classroom. Furthermore, helpers may be helping supervise a class on a trip, helping with swimming or with a special event.
- 7.3 **READING:** Where volunteers are listening to children read, clear instruction should be given regarding the needs and next steps of the individual and a process of feeding back key information with the class teacher should be established.
- 7.4 Volunteers are expected to follow class conventions, rules and codes of conduct, and treat every child in the class the same way. The MORAL Code applies to everyone in school and volunteers should familiarise themselves with this.



- 7.5 Volunteers should not use mobile phones whilst in school. Photographs and videos should only be taken with school equipment following clear instructions from the class teacher.

8. CODE OF CONDUCT & CONFIDENTIALITY

- 8.1 All volunteers at St Nicholas C of E Primary School are expected to conform to and abide by the Staff Behaviour Policy (Code of Conduct). All volunteers will be given a copy of this and the Headteacher will discuss the expectations within it before the volunteer can start.
- 8.2 It is very important that all staff, parent volunteers, work experience students and other adults working in the school work to a policy of confidentiality. You may see children struggling with work, be upset or misbehaving or hear/see other information concerning a child while you are with us in school. It is vital that you do not share anything about specific children with friends or family or a child's parent if you know them. The teachers at St Nicholas C of E Primary School have the responsibility of informing parents of any concerns about a child.
- 8.3 Volunteers working in classrooms or on trips should do so on the understanding that they support the teaching staff and will not pass opinion on such matters as discipline or teaching styles outside the school.
- 8.4 Any conversation with parents outside the school about school matters observed whilst volunteering is a breach of the school's confidence. Even quite innocent comments could be misunderstood by other parents and carers. It is therefore important that anything you hear, or see in school, remains confidential. If you are worried about a child then you must report your concerns to the Headteacher immediately as mentioned above.

9. USEFUL GUIDELINES

- 9.1 Always treat pupils with respect and in the same way that you would expect them to treat you.
- 9.2 Be friendly towards pupils but please do not encourage physical affection, e.g. hugging. Please do not initiate any physical contact. If supporting swimming, do not dry or dress the children.
- 9.3 Do not shout at the children. If you speak normally they will have to be quiet in order to hear what you are saying. It is only acceptable to shout at a child if they are at risk of harming themselves, others or property.
- 9.4 Tell the pupil exactly what to do in as much detail as possible.
- 9.5 Don't be afraid to quietly and calmly correct a pupil who is misbehaving but never mishandle the pupils at any time. If in doubt, speak to the nearest member of staff.

- 9.6 Praise the pupils for their EFFORTS wherever possible.
- 9.7 Do not let pupils become silly, cheeky or over-friendly with you. They must learn to behave socially towards adults who are not close friends. Encourage them to be polite.
- 9.8 If you are concerned about a child for any reason, please speak with the class teacher or the Headteacher.

Appendix 1:

These are useful sentence starters to support all adults who are helping children to show 'good' learning behaviours

'I' statements – a language of choice:

I want you to wait a moment so we can go in together... thank you.
I need you to sit facing me.
I like it when you put your things down and listen carefully.
I can see that you are sitting quietly and ready.
I need you to sit with a space between... thank you.
I like it when you get started straight away when I ask you.
I can see you are ready to begin, well done!
I need you to... walk slowly, sit quietly, sit down.

Statements to 'notice' when things aren't going to plan:

I can see that something is wrong... I'll come over and talk to you in 2 minutes.
I can see that you are not feeling well...
Let's take a breath/take a break/sit down/pause for a minute...
I can see that you are not ready to start work. It's OK, you can sit there. When you are ready I will help you to get started.
It's OK to be upset. It is good to let it out...
It's OK to feel... (sad/angry)
I hear you, I'm here for you, I will stay/let's sit here for a moment...
I will be over here when you need me. For example - *"I can see you are really upset about this. It's okay to be upset. It doesn't seem like what I am saying is helping. You remember what do when you're upset, and you remember how to calm down. I'll be over here when you need me."* Giving unending validation and acknowledgment at times can backfire, potentially even enable the tantrum or escalation of emotion. **You can still acknowledge a child's emotions while giving them a chance to regulate themselves.**