



Ashley Hill Primary School

Guidance for helpers and volunteers

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Welcome to Ashley Hill Primary School

Thank you for your interest in volunteering at our school. We understand that your time is very valuable and we greatly appreciate the help that all our volunteers give in supporting the work of the school.

This booklet provides you with useful details of school life, health and safety essentials and how to get started in the classroom. There is a lot of information here, but please don't hesitate to ask questions if you are unsure about anything.

The points of contact for volunteers in school are as follows:

The class teacher you work with
The school office - Mrs Taylor
Head Teacher – Mr Lewis
Deputy Head Teacher - Mrs Marshall

The staff and children are looking forward to working with you and we hope that you will enjoy the time that you spend with us.

DBS Checks

All volunteers working within school, and escorting children on trips, will be asked to undergo a Disclosure and Barring Service Check. This is available from Mrs. Taylor in the Office who will be able to provide guidance to help you to do this.

Sadly there may be occasions when the Headteacher declines to accept the help of a parent/volunteer if he/she believes it will not be in the best interests of either the school community or an individual child.

The School Day

8.55am - school day begins

9.00am - 10.10am Teaching session KS1
KS2

9.00am - 10.30pm Teaching session

10.15am - 10.30am Morning break KS1

10.30am - 10.45am Assembly

10.45am - 12.00pm Teaching session KS1

10.45am-11.00pm - Playtime KS2

11.00-12.15pm- Teaching session KS2

12.00-1.15pm - Lunch time KS1

12.15pm - 1.25pm Lunch time KS2

1.15 pm - 3.25pm Teaching session KS1 (3.15pm Rec, 3.20pm Y1, 3.25pm Y2)

1.25pm - 3.30pm Teaching session KS2

3.30pm End of school day

Where will I be working?

You will usually work in a specific class or with certain children and as far as possible we try to keep this the same if you are coming into school on a regular basis. This allows you to build up a relationship with the class teacher and the children. This will not always be in your child's class. Volunteers often utilise their skills and help in a curriculum area such as Art or ICT but lots of volunteers help with reading. Please let us know if you have an interest or skill in a certain area that you would be willing to share with us.

When you arrive in school

It is important for security and fire regulations that all volunteers working in the school can be identified and located at all times. We ask you to follow this simple routine every time you visit the school:

1. Confirm a time and day with the teacher you are helping prior to your visit.
2. Only enter the school via the front entrance.
3. Sign the visitors book and collect a visitors badge.
4. Make your way to the class where you will be working and let the teacher know you have arrived.
5. When you have finished, please return to the office and sign out.

Please telephone the school (01624 686633) and leave a message for your class teacher if you are unable to attend for any reason. The teacher can then let the children know and adjust their plans as necessary.

Practical issues in school

Parking: if you drive to school, please park in the designated parking places at the rear of the building.

Refreshments: Tea/coffee is available in the staff room but hot drinks should not be consumed near to the children. Cool water machines are located around the school.

Toilets: Adult toilets are located along the corridor from the Office.

Smoking: The school operates a no-smoking policy in the school buildings and grounds, including the car park.

Coats and personal belongings: The school is unable to accept responsibility for your personal belongings. It is not a good idea to bring too many personal belongings and valuables to school with you. Please ask the class teacher for a suitable place to hang up coats/store bags etc.

Confidentiality

Confidentiality is very important and we would therefore ask you to treat anything you hear or see in school as such. Some things that happen in school or are discussed between staff are of a sensitive nature and we would ask you to be respectful of everyone in the school community.

If you are approached for specific information by a parent, you should refer them to the class teacher or the Head, rather than passing on information to the parent directly.

For the safety and wellbeing of the children and staff we need to be assured that you will exercise total discretion in all respects when you are helping in school. We ask that all volunteers sign a confidentiality slip and hand it into the school office.

Child Protection and Disclosures

It is possible that a child may share (or try to share) a confidence with you that causes you concern. While you cannot promise confidentiality within school (i.e. you must make it clear to the child that you will have to tell someone), you must ensure that once you have passed the matter on you will not discuss it with anyone else.

If a child makes any comment to you that you feel suggests that they are at risk of any kind of harm (emotional, physical, sexual or neglect) then you **MUST** follow our Child Protection procedures. As a volunteer this means:

DON'T ask the child any questions

DON'T tell the child that you can keep a secret/not tell anybody

DON'T make any comments/remarks – avoid being judgemental

DO find the Designated Child Protection Officer – Mr Lewis (or in his absence, Mrs Kinmond) and inform them. Write down word for word what the child has said to you.

If you have any concerns at all about the welfare of a child please don't keep these to yourself – you have a duty to report any issues regarding child protection before you leave the school. Let the class teacher know immediately or speak directly to the Designated Child Protection Officer – Mr Lewis (or in his absence, Mrs Kinmond).

Health and Safety

All helpers are responsible for the health and safety of the children in their care. If you observe a risk that needs action please speak to a member of staff.

Fire Regulations

These are clearly displayed around the school and you should familiarise yourself with them. Please confirm details for the class you are working in with the teacher (exit routes, meeting points etc.). As a general guide, in the event of a fire drill, you will hear a continuous ringing of the school bell. Should the fire alarm sound, the class teacher will lead the children through the nearest, safest exit to the assembly point on the school playground. If you are working away from the main class, please escort the children through the nearest, safest exit and re-join your class at the assembly point, please don't return to the classroom unless this is the quickest way out of school. Please encourage children to move quietly and without panic to the assembly point. All children, staff, visitors and volunteers will be checked against class registers and visitors signing in books.

First Aid

We have several qualified first aiders in school who are on hand to deal with any first aid treatment. We ask that volunteers do not administer first aid of any kind. If a child requires first aid, please see a member of staff.

If you are injured whilst on the school site, please report this to the school office.

Safe Practice

To protect the children you are helping, and yourself from any false accusation, follow these simple steps:

1. Only work in public areas such as classrooms, corridors and the shared areas – not behind ‘closed doors’.
2. Try to work close to where other volunteers or staff members are working.
3. Avoid any physical contact with the children.
4. Try to ensure that your conversation with children is friendly but not over-familiar.
5. Never accompany children into the toilets.
6. Please don't use your mobile phone when working with children.

School and Class Expectations

Each class follows ‘The Behaviour Ladder’ (see page 7) which are displayed in classrooms. However, you must not feel responsible for managing a pupil's behaviour beyond making a reasonable attempt to help the child focus on their task.

- If a child is overenthusiastic and silly, ask them politely to settle down to help them and others concentrate.
- If a child is not engaging at all with their work, remind them of the purpose of the activity and that you are there to help them.
- If your reasonable attempts to help the child engage with their task are not working, use a final reminder, for example, ‘If you can't settle down you will have to go back to see your teacher.’
- If you have any serious concerns at all about a child's behaviour, ask the child to return to class and explain to their teacher why they have been sent back or go and get help from a member of staff immediately.

We endeavour to maintain a positive environment within the school at all times, and as part of this ethos, reward systems and stickers are used to reinforce positive behaviour. Please feel free to use these incentives to reward positive behaviour, under guidance and advice from the class teacher.

Working with the children

Here are some suggestions to help you in working with pupils:

- Always be confident about the task you are undertaking, even though it may be new to you! Be positive and clear in your explanations.
- Be friendly with the children, but not over familiar. Some children can take advantage. It is important that the children give you the same amount of respect as other adults in the school. Expect children to use your 'grown up' name, for example Mrs Smith.
- Make positive comments about a pupil's work, even when it may not be accurate. Encourage children and always show a genuine interest. Be a good listener. Some children lack adults to talk to and will enjoy chatting to you at length!
- Questions are an important tool in learning. Use open-ended questions such as: Why do you think..? What other way could you think of...? Could you have got the answer any other way...? Explain to me how you..? ... questions that ask children to make a judgement on their work are also valuable, for example: Is this the best you could have done? What do you think you can do to improve it?
- When you have finished working with a child it is good to reflect on how the activity has gone. Praise the children when they have done well with their learning and attitude; when they haven't done so well use phrases like, 'Next week you should think about...' and 'I think it would help your learning if...

Trips

If you are attending a school trip, the class teacher should provide you with a specific risk assessment, a list of the children in your group and provide you with an outline of the day. If a child in your group is injured, please locate the nearest school staff member who will be able to provide first aid.

And Finally...

Thank you for your time and support. We hope you will enjoy being part of our team, and have a happy and fulfilling time with us.



Behaviour Ladder



If you end the day on green you can get a stamp on your sticker chart, once you have 20 stamps (10 for reception) you can get a prize from Mrs Rowland's treasure chest.

If you do something else good your teacher can give you a tick (sticker KS1/KS2)

If you do something good your teacher can move you onto green

Everyone starts the day on yellow

If you misbehave then your teacher will give you a verbal warning

If you misbehave again you will have to move your name on to the red side

If you continue to misbehave you will be sent to another Year Group for five minutes reflection time. A letter will be sent home to your parents informing them.

When you come back into the classroom if you continue to misbehave you will be sent to a deputy teacher for the remainder of the lesson. A letter will be sent home to your parents informing them and they must come into school to speak to your class teacher.

If you continue to misbehave you will be sent to the Headteacher who will organise a meeting with your class teacher and your parents.

Helpers and Volunteers

Please read and sign the document below to confirm your agreement with the following school expectations as a volunteer helper:

I confirm that I have read the 'Guidance for helpers and volunteers' booklet. I fully accept the need for complete confidentiality and understand that any breach of this may result in future offers of help by myself being declined by the school.

As a school we agree to:

- Explain your tasks/jobs carefully so that you are clear about what we would like you to do with the children.
- Share the school behaviour and ethos policy with you to help you understand how we manage behaviour.
- Ensure that the children you work with behave and work well.
- Treat you with the highest respect and care.
- Share relevant information about the children you are working with.
- Let you know in advance the overall plan for the day and let you know if this changes!

We agree not to ask you to:

- Deal with difficult or challenging behaviour.
- Carry out a task that you feel unprepared to complete.

Signed:..... Date:
Class Teacher/Deputy Headteacher/ Headteacher

Volunteer Helper: (Printed Name)

As a volunteer helper I agree to:

- Use the school behaviour guidelines and inform the teacher of any inappropriate behaviour.
- Inform the teacher if I observe anything that concerns me in school.
- Treat any information with total confidentiality.
- Inform the school if I am unable to come into school for any reason.
- Respect and listen to the guidance of the teacher at all times.
- Complete the appropriate DBS safeguarding checks.

I agree not to:

- Look at or compare children's work, records or staff records.
- Share any information about a child or member of staff with anyone outside the school staff team.

Signed:..... Date: