



Barton Primary School

Guidance for Volunteers and Students

Belonging **Enjoyment** **Creativity** **Challenge**
Independence **Reflection** **Respect**





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Introduction

We feel that the involvement of parents in education is vital and we encourage active participation in many ways. Some parents come in to school to help with a variety of tasks such as reading, cooking, accompanying classes on trips.

All parents who help in school on a regular basis will be provided with a copy of this document as well as our Safeguarding and Child Protection Policies, and will be asked to sign to say that they have read them, fully understand them and will adhere to them.

We welcome volunteers and students as valued members of the school community.

We hope you find the information in this document helpful. If there is anything else you feel would help, please let us know.

Information Required

DBS Checks: There is now a requirement for schools to carry out a Disclosure and Barring (DBS) screening check for all staff and volunteers who have regular contact with children.

All schools need to hold a register of the checks undertaken.

In order for you to work in school as a volunteer, you will be asked for a valid passport, driving licence and a utility bill for us to complete a DBS check. Please be assured that all information will be treated in the strictest confidence and that these checks are only done in the best interests and safety of the children.

Security: For security reasons, please use the main entrance to sign 'in' on arrival and 'out' when you leave. This enables us to know who is on the premises in case of fire or other emergencies. We will issue you with a "Visitor" badge which should be worn at all times.

Fire Procedures

The fire alarm is a continuously ringing bell. When it sounds, the teacher will lead the children from the room in silence through the designated exit. If you are working with a small group of children in another part of the school, make sure that all the children are there and then take them out by the nearest fire exit onto the bottom playground.

Do not let them go back into the classroom for personal belongings. Take the children to the rest of their class and tell the teacher that you are there.

Attendance

If you are helping on a regular basis and are unable to attend, please let the school office know to assist planning.





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Policies: All parent helpers need to read the Safeguarding, Child Protection Policy and Behaviour Policy, which can be found in the volunteers file in the school office or on the school website. You will receive a copy of these during your first visit.

Guidelines for all Volunteers

- All volunteers are always under the supervision of the class teacher who will explain the task, what is required of children and the helper's role within that setting. Volunteers are expected to work co-operatively and professionally with staff. If you are unsure of what you have been asked to do, please check immediately, either with the teacher or a teaching assistant.
- Volunteers are encouraged to use positive feedback rather than a negative response to things that have gone wrong.
- Please encourage children to be independent. Encouragement and support are required whilst not "doing" things for the children.
- Helping to clear up is an essential part of learning too. We want all children to see clearing up as a natural part of the activity and you, as helper, should never be the one who clears everything away.
- Children will sometimes 'push the boundaries' when with a different adult. If this happens, quietly remind them of what they should be doing. However, if they continue, please send the child to the class teacher; discipline is the responsibility of the class teacher, not the volunteer.
- We seek to promote positive and acceptable behaviour and in doing so will actively praise and reward 'good' behaviour.
- Whilst you are in the classroom you will sometimes see children being disciplined. Please do not give them any comfort or support. You will not always be aware of what has happened previously, or the warnings that have been given.
- Children very quickly learn from the actions, words or attitudes of people around them. Therefore, it is important that all our own behaviours in schools are those we want the children to copy.

Guidelines for all Parent Volunteers

- If you are working in the same class as your child, please be aware that your presence may well affect your child's behaviour in all sorts of ways. Prepare your child for the experience in advance, by explaining that you will be in the class to help all the children. The teacher is in charge and you have to do what the teacher has asked you as well!





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- If a child does or tells you something that causes you concern, please tell the class teacher or a Safeguarding Lead as soon as possible after the disclosure, in an appropriate setting so that others cannot overhear.
- If you have any concerns at any time about the way a child has been treated or any aspect of classroom practice, please raise the issue immediately with the Headteacher, who is the Designated Safeguarding Lead.
- Volunteers in school are asked not to use the time to deal with issues regarding their own children. If you wish to speak to the class teacher or another member of staff, you should make an appointment in the usual way.
- Please do not worry about your child's behaviour while you are helping as often he/she will behave quite differently if mum/dad is there. Most children soon get used to their parent helping in class and settle down after a few weeks.
- Please don't have favourites – as humans we are drawn to certain individuals but it is important that all children in school are given equal time and attention.
- Please do not use the opportunity as a parent helper to seek additional information about your own child or other children, e.g. looking in drawers, books.

We have to follow very careful guidelines on aspects of physical contact with children:

1. Please remember not to initiate physical contact with children and discourage overfamiliarity.
2. If you are helping to dress/undress for PE etc encourage the child to do as much as possible for themselves.
3. Please do not lift, carry or move a child in any way.





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Confidentiality

Everyone working within the school is expected to respect their position and access they have to confidential information. It is very important to all staff, volunteers and other adults working in the school to work to a policy of confidentiality. You may see children struggling with work, be upset or making the wrong choices and hear/see other information concerning a child while you are with us in school.

It is not just children's progress that needs to be kept confidential. Some children have medical needs to which we must attend; some families have complex circumstances which mean a child must not join in some activities; and some children may be experiencing a traumatic time at home and their behaviour in school may be affected.

Please do not be tempted to share anything you have seen or heard in the classroom with friends or family or a child's parent. We have well defined procedures for informing parents of what has happened whilst the children are in school and we will be the first to discuss any issues where we have concerns. If a parent helper is approached by a parent and asked for information s/he should refer that parent to the class teacher.

Similarly, volunteers working in the classroom 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. If you are concerned about something you have seen or heard, or you have any queries or problems, please find a convenient moment to speak to the class teacher or, if necessary, the Headteacher.

Listening to children read

This is an important task. The exact approach will depend on the reading level of the child.

Beginner readers

1. Children should be aware that you read from left to right, turning the pages that way and reading the lines left to right and top to bottom.
2. Read the book together to start with.
3. Discuss the pictures and the story.
4. Read the book again pointing to each word as you read.

Early readers

1. Ask the child to point to each word as they read it.
2. Discuss the pictures and the story.
3. Read the story together.
4. Ask the child to find key words which are repeated several times in the book i.e.. 'the', 'up', 'in', etc.





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5. The children should be aware of full stops and that you need to pause at a full stop and not to run sentences together.
6. The children need to be 'chunking' words by looking at each phoneme - so they would know 'ing' as i, ng - 2 units of sound extending reading.

As the children can read more words, try to get them to work out new words by making a good logical guess. Maybe the picture will help.

If the child has good knowledge of initial sounds, looking at the first letter strings or small words within words, sound out the whole word e.g. ing in king.

Try to get the child to read to the end of the sentence and then go back to work out an unknown word.

Even with competent readers you should discuss the stories and pictures.

Discussion Questions

The following are examples of the types of questions to use when discussing a story.

- What was the story about?
- Who was the main character?
- What sort of a person was s/he? What makes you think that?
- Was that a sensible thing to do? Why?
- What should s/he have done? What would you have done?
- Which part did you like best? Why?
- What would have happened if....? Why do you think they did ...?
- Try to relate some ideas to the children's own experiences. i.e. Can you....? Have you ever?

Thank You

Finally, a big 'thank you' for your time, enthusiasm and patience. Both children and staff reap enormous benefits from your involvement in school, and we hope that you enjoy helping in school and find it to be a rewarding experience.





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Confirmation of compliance

I hereby confirm that I have read, understood and agree to comply with Barton Primary School's Volunteer Policy.

I hereby confirm that I have read the Safeguarding, Child Protection Policy and Behaviour Policy.

Name

Signed Date

Once completed, signed and dated, please return this form to the Headteacher

