



## Volunteer 'What To Expect' Pack



## Q - What is a school volunteer?

A school volunteer is any person who can spare time to help us out in school with different activities.

## Q - How much time would it take and how often should I come?

You can help for the time you are able to commit to. This may be one hour, one day or more. We just ask that you honour your commitment.

## Q - What will I be expected to do?

Nothing you don't feel comfortable with. You could help with anything that is part of normal school life – cooking, art, playing games, reading with children etc... If you have a special talent or skill that you would like to use in the school, please let Mrs Higham know.

## Q - Will I be left on my own with children?

Our volunteers may work with individuals or groups of children. No-one is ever asked to undertake activities that would compromise their own or children's safety.

Volunteers will work within sight and earshot of staff.

We take Safeguarding very seriously. All our volunteers must have full DBS (Disclosure and Barring Service) clearance. We will also check the "Barred List" to ensure only suitable adults join our volunteer team as we cannot guarantee they will always be under the direct supervision of a named teacher. All volunteers have an induction, and have a named member of staff as their supervisor and named contact. All volunteers are expected to follow our school Code of Conduct, and Safeguarding procedures.

## Q - How will my child react to me being there?

All children react differently. Most of them love having a special person in their life helping in the classroom. It makes them feel important and positive about school. For regular volunteering, we usually ask parents to spend time in classes other than their own child's.

## Q - What if I have younger children at home?

Unless you can arrange for friends or family to look after them, then I'm afraid we will have to wait for your help until your youngest child is at school. For many reasons, we cannot have younger siblings in the school.



## Q Is there anything that I should be aware of about the work I will do in school?

Being a helper may sometimes place you in a delicate situation. You may become aware of individual children's needs or witness specific incidents. If you have any worries or concerns about something that you see or hear, you **MUST** discuss this with a member of staff. Confidentiality must be respected at all times.

You may become aware of children who experience particular difficulties – perhaps in speech, behaviour, learning or hygiene. Please never talk to another parent about what a child was doing. No parent wants to hear from another parent that their child wet themselves, or had been crying, or been told off etc. Parents/carers are always informed of important happenings by staff either when they collect their child, or by telephone.

Volunteers are given guidance on safeguarding during their induction.

## Behaviour

We expect certain standards of behaviour from our children and parent/carer helpers can support this by:

- Encouraging good manners and always allowing time for a child to say please and thank you.
- Ensuring that children play sensibly and games do not involve rough play.
- Encouraging children to take turns and be kind to each other.
- Volunteers are dressed appropriately for their role.

If you are concerned about a child's behaviour, please tell a member of staff who will deal with it according to school policy.

We do hope that you will be able to find the time to come and help occasionally and that you will enjoy your time with us.

You can be assured that your help is greatly appreciated!

