

BROOKLAND INFANT & NURSERY SCHOOL

# Handbook for Volunteer Helpers



Welcome to our school!

Thank-you for offering to help in the  
classroom

We hope that you enjoy working with us



School telephone Number

01992 - 629485

Reviewed and updated September 2014



## **Introduction to working in school**

Thank you for offering to help in our school. Any time that you can give us is appreciated. Please always negotiate a suitable time with the class teacher. If you can make a regular weekly commitment this will help the class teacher to use you more effectively. It does not need to be a whole morning or afternoon.

Please turn your mobile phone off or switch it to silent while working in school. You are not allowed to use your mobile phone whilst working with the children.

We will ask you to sign a 'Volunteer Helper Agreement' form before you start working in our school.

## **Your Contribution**

As a regular helper in our school, you are contributing a lot to our school community and our children's learning.

- You are working in partnership with our school, and finding out more about how it works
- Your skill and expertise as a parent may contribute to a child learning a new skill
- Your valuable time allows a small group of children to have support to complete an activity.
- Your time enables the teacher to spend more time with smaller groups of children.
- You are building relationships with our children and our staff

If for any reason you are unable to come in and help at your regular time please let the class teacher know so that alternative arrangements can be made if necessary.

## Activities

You will usually be asked to help with one child or to work on an activity with a small group of children under the guidance of the teacher. Occasionally you may be asked to take a small group to another quieter area to work (e.g. Dining Room).

This could involve working with one of the many areas of the National Curriculum. Please say if there is an area that you are particularly interested in (or one that you'd rather avoid!).

### **Encourage the children to WORK QUIETLY**

If you have any problems with individual children tell them that they may need to go back to the teacher if they choose not to be sensible with you.

### **Encourage the children to be INDEPENDENT**

As parents, you will know that it is often quicker and easier to do things for children. When you are working with the children, please encourage them to be independent. If they need help with an activity, show them how to do it and work at it together. Always let the teacher know if a child has struggled to complete an activity without help.

### **Encourage the children to be RESPONSIBLE**

We encourage children to take responsibility for themselves in school. This includes their work, their behaviour and the resources amongst other things.

Children should be responsible for tidying away the resources that they have used in an activity. Please encourage them to be responsible and independent so that they learn to respect the environment around them.

**Encourage the children to LISTEN to you and to each other.**

The teacher and other members of staff are responsible for the safety and behaviour of the children. As a volunteer helper you will be under the supervision of the staff and should comply with any reasonable instructions they give.

If you are concerned about the behaviour of any of the children that you are working with you must refer the matter to the teacher.

### School Rules

These are consistent throughout our school. Children know the expectations of their behaviour in the school.

- Act safely at all times
- Be gentle with each other and all living things
- Always be kind and polite
- Work hard and always do your best
- Listen carefully to other children and adults
- Look after everything in the school and the playground
- Always tell the truth

## Confidentiality

As an adult working in our school, you will be expected to be confidential about things that happen in school. If an incident happens that a child's parent needs to know about, tell the teacher so that the information can be passed on in an appropriate way. If questioned by parents outside of school you should always refer them back to the teacher especially on matters relating to individual children whether it be in terms of their progress, behaviour or relating to a specific incident.

Please remember that the confidential nature of the information available in school should be respected at all times

## Child Protection

If a child tells you anything that worries you please tell the class teacher immediately. The class teacher may ask you to refer it directly to the designated person for child-protection (Mrs Debbie Hoy, or in her absence Mrs Debs Marshall). Our school's Safeguarding (Child Protection) Policy is available from our school office. Please be aware of the extremely sensitive nature of this type of concern and the importance of confidentiality at all times.

When working with young children it is often appropriate to help, support and guide them in a way that involves touch, eg holding their hand, supporting when using scissors. **Protect yourself by not touching children more than is necessary**, eg encourage them to sit next to you rather than on you; don't encourage them to show you affection physically.

## **Volunteers**

In line with our school's Safeguarding (Child Protection) Policy and Safer Recruitment Policy and national guidance, regular volunteer helpers will be able to work in school without a DBS check as long as they are supervised.

Please complete the initial helpers form available in our reception area and hand into our school office with the requested ID documents such as passport, driving licence, utility bill, birth and marriage certificates. These ID documents must be in your name, at least one item must display your current address and, if possible, one should be a passport or photo driving licence (only valid with the Part 2 form). If you have changed your name at any time then you must also provide a document to evidence this (eg marriage certificate). We will also ask you to complete a 'Disqualification Declaration Form'.

In some cases a DBS Criminal Background check may be required and we will inform you if this is necessary.

## **Voluntary Helper Agreement**

We ask all our voluntary helpers to sign our 'Voluntary Helper Agreement' form before they start helping in our school. The Class Teacher, Headteacher or a member of the office staff will explain this form to you and once you have had time to read and understand it you are asked to sign the form. There is also space on the form for you to give details of someone (such as next of kin) who should be contacted in the case of an emergency that involved you.

## **Mobile Phones**

Personal mobile phones should not be used while you are working with the children.

## Photographs & Videos

During the normal course of the school day photographs and videos may be taken during lessons or special events. These images may be used in displays, in our prospectus and occasionally on our website. We take the issue of data protection very seriously and we would never knowingly use an image of you that would be in any way harmful to you. If you do not want your image taken or used please inform the person taking the photograph or video.

When helping as a volunteer in school or on outings you must not take photographs of the children in your care for your personal use. You may take photographs if instructed to do so by the teacher-in-charge but this should be using school equipment (cameras, etc).

## Security Procedures

At our main front entrance there is a visitor's book which you must sign when you arrive at school for your helping time in the infant school or nursery. Please come in through our main entrance, sign the book and collect a badge.

For volunteers helping in our nursery class you should then go back out of our front entrance and walk around the side of the infant school to our nursery class.

**When leaving please sign yourself out and return your badge.**

**You must sign in and out for your safety in case of fire.**

## Health & Safety

When helping in school please make sure you work in a safe way and observe health and safety rules at all times.

Health and safety is everyone's responsibility so if you notice anything of concern please report this to our school office.

If a child is unwell, injured or has a toilet accident you should report it directly to a member of staff.

## Fire Procedures

Whenever you are working in school please always make sure you know where your nearest fire exit is.

In case of fire you will hear a continuous bell sounding. Leave the building through the nearest exit with the children for whom you have responsibility at that time. Meet your class on the playground and other school staff will also join you there.

### Exit Points

Infant Classrooms	Exit through outside doors
Nursery Classroom	Exit through fire door
Dining Room/Staff Room	Exit through playground corridor/or new dining room fire doors
PPA Corridor	Exit through nearest classroom
Hall	Exit through fire doors
Willow Room	Exit through first outside doors in new extension corridor

**Wait for further instructions**

## Insurance

For insurance purposes, voluntary helpers are covered by the County Council's third party liability policy for any claim arising out of their voluntary work.