



St. Andrew's CEVA Primary School

Volunteers' Information

At St Andrew's CEVA Primary School we provide Christian worship and Christian teaching. Spiritual and moral development are central to the life of our school and this will be reinforced in the school's Volunteers Policy where appropriate.

Appointment of Volunteers

1. Volunteer help will only be used in school after full consultation with staff and with their agreement.
2. No member of staff will be obliged to work directly with a volunteer if this is against his/her expressed wish.
3. Individual class teachers will continue to carry the responsibility for the teaching programme and supervision of pupils.
4. If a volunteer works with a classroom assistant, the classroom assistant will continue to carry responsibility for the activity involved.
5. Volunteers will be allocated to and supervised by a member of staff.
6. Volunteers will not be used as a substitute for staff
7. Staff with whom volunteers are working will have the right, in the light of experience, to request the discontinuance of voluntary help to the Headteacher, if the volunteer acts or speaks in any way that puts a child's or member of staff's safety at risk or compromises learning.

Use of Volunteers

1. Volunteers will not be used in an activity which is beyond their capacity.
2. Volunteers will not have access to confidential material including the records of all staff and pupils. However they will be informed about the importance of confidentiality at all times
3. Volunteers will be informed about their role as voluntary helpers and will be given information about the school and an induction pack where applicable.
4. The requirements of the Health & Safety at Work Act will apply insofar as the Act relates to volunteers.
5. Volunteers will have insurance cover arranged by the Local Authority whilst working in the school.
6. A volunteer will have police clearance through an enhanced disclosure DBS check.
7. Volunteers will be given guidance on how to work within school. **See Appendix 1**
8. Volunteers will sign a form to agree to a code of conduct whilst on school premises. **See Appendix 2**



A Guide for Volunteers

Welcome to St. Andrew's CEVA Primary School and thank you for offering to help and support.

As a helper you may be asked to assist with any number of different activities such as listening to children read, guidance with craft activities or supporting the children in other tasks. The responsibility for the class always remains with the class teacher.

Your involvement will enrich the education of the child and support the teacher. It may also enable you to share skills you have such as sewing, cooking etc. (Please tell the teacher about your talents)!

Confidentiality

This is VERY important. When working in school, you will be aware of the needs, abilities and difficulties of children other than your own. Please ensure that you never discuss any of your observations, or conversations you may have heard, with your own child or any person outside the school.

Safety

The physical safety of the children is a priority at all times. We require them to walk everywhere sensibly. If you are moving between rooms take the children together, in a line if necessary, don't send them and then follow. Small children act spontaneously, sometimes not stopping to weigh up a situation or think of the consequences of their action. It is wise not to allow them to shout, become silly, or run around because while they are doing this they cannot listen to what you are saying. You may anticipate danger and call to them and they won't be alert to you.

If a **fire alarm sounds**, escort the children in your care out of the nearest safe exit and walk to meet the class teacher on the far side of the playground.



Behaviour

We expect children to be polite and courteous at all times in speech and action. If they are rude to you or anyone else in the vicinity please do not react similarly but quietly and calmly point out that you are not rude to them and do not expect to be treated in that way. Then refer them to the class teacher.



Although it may be difficult at times try to keep your voice low and calm. This will set a standard which they can follow. NEVER use physical force to make a child comply, if a situation becomes difficult send for the class teacher.

Praise

The importance of encouragement and praise cannot be emphasised too much and is a powerful tool in improving behaviour and attainment. If a child has tried really hard or made a significant achievement then do suggest to the class teacher that he/she should have a sticker, token or class-based reward.



Language

Language is the basis of all our experiences and is of prime importance. The way we speak to a child will colour each child's perception of herself/himself. When talking to a child, be careful about the language that you use. Try to relate things to their experience and use open ended questions (these are questions which do not have yes/no type answer, for example, What would happen if...?). Encourage the children to contribute ideas and make decisions about how to proceed. No inappropriate language is to be used in front of children, e.g. swearing.

DBS Checks

All our Volunteer helpers need to be DBS checked and have fully enhanced clearance.



CODE OF CONDUCT FOR STUDENTS/VOLUNTEERS WORKING AT

ST. ANDREW'S CEVA PRIMARY SCHOOL

You will have already received enhanced DBS clearance. You will also have been given a copy of our Safeguarding leaflet which should be read prior to signing this Code of Conduct.

We request that you read, sign and return a copy of this code of conduct to the Designated Safeguarding Lead as an indication that you agree to the principles it contains and in order for the school to function successfully as a partnership between parents, staff and children.

- Please treat all children and staff equally and with respect. Respect gains respect. It is a two way process. For your own protection please make sure that you are never alone with one child. Sadly, we are working in times when you can't afford to take any chances. Please avoid physical contact with the children.
- Please **do not** use your mobile phone or any portable device that you have in school. This is to safeguard yourself as well as the children.
- Any conversations that you hear that relate to children or staff **must** remain confidential and **must not** be discussed with anyone out of school.
- Inform the class teacher if you experience behaviour difficulties that you feel unable to deal with so that the child can be dealt with appropriately.
- The school has a clear Behaviour Policy. The rules should be reinforced but any consequences should be referred to the class teacher to carry out.
- You may witness behaviours that we are already working closely with the child, parents and outside agencies to support and improve. You may not always be aware of this, as such information is highly confidential. It is easy to make judgements without being fully aware of the facts contributing to the child's difficulties. If you have concerns please speak to the Headteacher or Senior Leaders.
- The Staff Room is to be used by volunteers at the school's break time only to access refreshments. The staff room is not to be used at any other time as it is used for teachers' planning and preparation time.
- Children are not allowed in the Staff Room at any time unless they have been invited by a member of staff.
- Please stay with the class that you have been given to work in. For safeguarding reasons it is important to stay with the class teacher at all times.
- If you are carrying out FOSA activities, please ensure that you stay in the designated area. Any photocopying must be carried out only with the permission of office staff.
- Pre-school children who are accompanying parents **must stay** with their parent/carer and be supervised at all times.

I have read the Code of Conduct and agree to abide by the principles it contains.

Signed _____

Print Name _____

Date _____

This code of conduct is subject to an annual review and renewal.