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Author: E.Brown	A Guide for Volunteers	Revision: 0.07

GUIDE FOR VOLUNTEERS

Volunteering can take many forms, from helping once a year at the Summer Fair, to being a regular helper in the classroom. Volunteers are a valuable part of our school, helping to hear readers, changing reading books, running a school club, making costumes, being a swimming observer, helping to transport children to sporting fixtures in fact volunteers are everywhere.

Volunteers who work regularly in school may be asked to undertake a Disclosure and Barring Service check (DBS).

“What are the rules”? Simply the same as for staff and children. We would ask you to follow the code that we have worked out for all adults on site – that we should all be polite, considerate and self-disciplined. Pupils will watch us and follow our example.

Volunteers work under the guidance of the class teacher and should refer any problems concerning discipline to him/her. It is a teacher’s responsibility, not a volunteer’s, to act “in loco parentis” (instead of the parents) and it is the **teacher** who is responsible for controlling the children, the class and the discipline”.

The school has a Behaviour Policy as a volunteer you are not expected to discipline children if there is a problem. **TELL THE TEACHER STRAIGHT AWAY**

.... IF THERE IS A PROBLEM:

- Tell the teacher
- Never shout at a child
- Never hit, threaten or manhandle a child

GOOD PRACTICE GUIDE FOR VOLUNTEERS WORKING WITH SCHOOLS

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NOTES OF GUIDANCE ON GOOD PRACTICE

1. It is important for pupils to see all adults in school as role models, so please remember this at all times.
2. Your help will bring you into close contact with staff and pupils. Please remember that much of what you see in school is **confidential**, so do not talk about it outside school.
3. The teacher makes formal assessments of pupils but the views of helpers are welcome.
4. Always listen carefully to the requirements and instructions given by the class teacher or head teacher and try to carry them out to the best of your ability.
5. When in class, do your best to reinforce to pupils the instructions given by the class teacher.
6. Unless the matter cannot wait, remember not to interrupt the teacher or discuss non-urgent matters with them during teaching time.
7. Do your best to build positive relationships with pupils and staff. Try to make comments which are tactful, constructive and supportive. Always try to deal with problems as discreetly as you can.
8. Although it can be tempting, please do not seek to use your time in school as an opportunity to discuss personal issues such as your child's educational progress. Apart from distracting teachers from their work, it could lead to other parents feeling that you have taken advantage of your position as a volunteer.
9. The school has an Equal Opportunity Policy. This means that you must speak and act at all times in a way which respects pupils, staff, governors and officers of the LA whatever their race, nationality, colour, gender, sexual orientation or disabilities.
10. You are probably already aware of the dangers of physical contact with pupils. Please do everything possible to avoid any unnecessary physical contact with pupils. Also remember that you should not get drawn into inappropriate topics of conversation with pupils.
11. If a pupil begins to talk to you about matters which disturb you, please talk to the head teacher.
12. In general, remember that if you are in any doubt about anything, always ask the advice of a member of staff or the head teacher.

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13. You need to be aware that a breach of any of the standards set out might lead to a decision not to use you as a volunteer, either for a temporary period or, where a breach is serious, permanently. Obviously we hope and expect that such a situation will never arise.
14. You may be asked to complete a Disclosure and Barring Service check (DBS) prior to beginning work with children. This check is for the safety of the children, which you will agree is of prime importance.
15. There are documents in the staff room which offer further guidance on child protection issues, please make yourself familiar with them.
16. For your safety, please read our emergency plan, which can also be found in the staff room.
17. Finally, we hope that you will find this guidance sensible and helpful. We are confident that you will enjoy the experience of working in the school.

I understand and accept the above Notes of Guidance which apply to my involvement as a volunteer in Langar Church of England Primary School.

Name (print in capitals):

Signature:

Date:

Please return the second copy of this document to the Head Teacher