

# Voluntary Helpers Guidelines

As a Community School we welcome Volunteer Helpers and value their support in building partnership links and enhancing our children's learning opportunities.





## Safeguarding

Safeguarding children is our highest priority and we follow Suffolk County Council's Policy and the most recent National Safeguarding Guidance which is as follows :-

There have been changes in the Law, Volunteer helpers in schools no longer need CRB checks if they are in a supervised area for the majority of the time whilst working with children.

Please sign the Visitor's Book and the Volunteers' Signing In Book each time you come into school and wear a Voluntary Helper sticker. Safeguarding information can be found in the school entrance

All adults in our school have responsibility for safeguarding children. If you have any concerns regarding a child, please pass your observations onto a member of staff who will raise concerns with Mrs Child the Safeguarding Manager.

Always remember, anything you see or hear is confidential and must never be discussed outside school particularly on social networking sites.

Keep a physical distance from the children. Beware of children who want to be picked up or climb all over you.

Don't get into a situation where you are alone with one child in an unsupervised area.

## Some ways in which voluntary helpers are involved in school life

In school you may be asked to: -

- Work through an activity with a group of children.
- Help with art, creative, sand or water play.
- Talk to the children about the work they are doing.
- Play with the children in a themed area.
- Help with the children's displays.
- Escort children to the school swimming pool.
- Supervise children changing for swimming.
- Share books with a group of children or an individual child.

The class teacher will always talk through the activities with you first. If ever anything is unclear, please ask.

**We also recommend parents helping in classes where their own children are not based. This is to encourage children's independence.**



## Ways in which you can help us

Get involved and join in with what is happening in the classroom or around school.

Take time to talk and listen to the children. Encourage them to explain and discuss with you what they are doing.

Encourage the children and praise their efforts.

Value the children's work. Play is an integral part of children's learning; their play is their work.

Don't be tempted to do the children's work for them, especially with art activities.

Don't be afraid to be firm with a child if he or she is not working or behaving appropriately. Our school rules are displayed throughout the school, understood by everyone, alongside brilliant manners.

Treat all children equally. Respect all children and the efforts they make and always make positive comments.

Report any accidents or injuries to the class teacher/teaching assistant/support staff.



All children have highly individual needs. Never compare the children or their work.

Never laugh at a child or make him or her feel undervalued.

Tell us your strengths! If you have a particular skill you feel could be shared with the children, discuss it with the class teacher and we will try to include it in your work with the children.

Get involved in school special events, join the FRIENDS group and take part in the wider school community. Look out for texts and newsletters for FRIENDS news.

### General Information

Wear comfortable clothes, which won't matter if you are painting, gluing or working on the floor.

There is a staff cloakroom where you are welcome to hang your coat if you wish.

Tea/coffee will be available from the children's kitchen at break times. No charge is made to parents/helpers.

Offers of help are highly valued and included in our planning. If for any reason you are unable to help on any occasion, please let the school know (Tel: 01502 572682) as soon as possible, so other arrangements can be made if necessary.





**THANK YOU FOR YOUR OFFER OF HELP  
IN OUR SCHOOL.**

**WE HOPE YOU ENJOY YOUR TIME  
WITH US.**

**ACADEMIC YEAR  
2014/15**