

Voluntary Helpers Guidelines 2017

We welcome Volunteer Helpers and value their support in building partnership links and enhancing our children's learning opportunities.





Safeguarding & Child Protection

Safeguarding children is our highest priority and we follow the guidance for schools 'Keeping children safe in Education 2016'.

Volunteers must make a commitment to support in school on a regular basis and will need to have a range of pre-safeguarding checks (please see Voluntary Helper Safeguarding Procedures document). All other non-regular visitors in our school will need to be supervised by an employed member of staff, at all times.

Please sign the Visitor's Book each time you come into school. Safeguarding information can be found in the school entrance, on the lanyard badges, on the main school safeguarding information board and in every room across the school.

We have a strong safeguarding culture with all adults in our school having responsibility for safeguarding our children. If you have any concerns regarding a child, please follow our **child protection procedures** and pass your concerns onto one of the school's Designated or Alternative Safeguarding Leads straight away.

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

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 recommend that parent helpers volunteer 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 in enhancing the children's learning.

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 our 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.

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 etc. or working on the floor.

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 VALUE IT VERY MUCH.**

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

This authority is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Mr. Axon, Mrs Carruthers and Mrs Easter are responsible for safeguarding at Carlton Colville Primary.