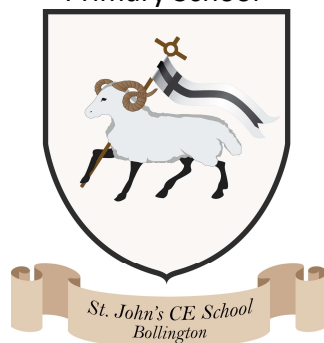


Bollington St. John's Church of England  
Primary School



*Where talent grows*

Head Teacher: Mrs M. Walker

Head of Teaching, Learning and Assessment: Mrs E. Watson

### **You're very welcome at Bollington St John's!**

The first thing to say is how much we value and appreciate the help and support of parents, grandparents and members of the community at Bollington St John's.

We welcome your help in all areas of school life, for example, reading with the children, supporting group work, preparing resources and taking part in residential visits. Your help could be on a regular basis, as a one off when you have the time or to contribute your particular skill set.

Volunteers are one of the biggest groups of people who give freely of their time to help the school deliver the highest possible standard of education for our children.

We have produced this leaflet to provide the knowledge and confidence you may need to make a full contribution while you are with us at Bollington St John's.

### **Safeguarding and Security**

1. For security reasons please use the front door, sign in at the office and collect your visitor's badge. This enables us to know who is on the premises in case of fire or other emergency and identifies you as an authorised visitor. When you leave school, please hand in your badge and sign out at the office.
2. The fire alarm is a clear and continuous bell, when it sounds the teacher will lead the classroom in silence to a designated area. If you are working with a small group in another part of the school, leave by the nearest fire exist with all children in your care and meet the teacher on the playground. You must NOT return to the classroom or allow any of your children to do so.
3. If a child discloses anything of a personal and confidential nature, which gives you cause for concern, you must take it seriously and report it to the Headteacher, the Designated Safeguarding Lead. In the Headteacher's absence, you must inform Mrs Watson the Deputy Designated Safeguarding Lead. Please don't promise to keep anything a secret as this may not be in the best interest of the child and may be in contravention of our Safeguarding Policy.

### **Use of facilities**

- The car park is for staff only so please park on the road.
- Please avoid bringing any valuables or too much with you, as we cannot take responsibility for your personal belongings. Your coat and a small bag can be stored in a classroom cupboard while you are with us.
- Please ensure your mobile phone is turned off or on silent at all times.
- We are happy for you to join us for tea and coffee at break times in the staff room. Please be aware that we have a small staffroom and space is sometimes at premium!
- Volunteers are welcome to use the staff toilets. Toilets are located next to the main hall.
- If a child is injured or ill while they are with you, please refer them to a class teacher or a trained First Aider.



## **Confidentiality**

Where staff and volunteers are working closely with children, confidentiality is a very important issue. Bollington St John's has a rigid code of practice which we expect everybody to follow. Is it NOT acceptable to talk about other people's children with other parents even if they are a parent helper or a personal friend. Equally, be aware that the only space available to staff for social and professional discussions is the staffroom. We ask you to apply the same standards of trust and confidentiality you agree to adhere to when working with children in the classroom.

## **Helping in your own child's class**

If you are helping in your own child's class you need to respect their independence and the teacher's autonomy. It may not always be in your or your child's best interest to work in the same class; however, there are others who would be delighted to work with you.

If you have any queries regarding this, please talk it through with your child and their class teacher.

## **What do I do if a child wants to go to the toilet?**

If a child asks to go to the toilet and you feel it's a genuine, necessary request, let them go and ensure they return in a timely manner.

## **What should I do if a child I am working with misbehaves?**

1. Focus them on the task in hand and deal with any misconceptions.
2. If the behaviour continues please refer the issue to the class teacher who will then follow the Behaviour Policy accordingly.

## **How should I respond when a child brings a piece of work to show me?**

Provide a positive comment and/or encouragement to continue. Be aware of the lesson objective and act accordingly. Remember to ask the teacher if you are unsure how to respond.

## **What if I am reading in the library or hall and another child is being silly?**

Ask the child what he or she is meant to be doing and explain that they are disturbing you. If the behaviour persists, calmly tell the child to go back to the classroom.

We expect our children to learn to be responsible and to develop independent working habits. An important part of this is that all adults in school work to this end and your help and support are much appreciated.

**If you have any other questions please don't hesitate to raise them with any member of staff. We will do all we can to help you as we want your time in school to be as productive for you as it is for the children.**

## **Volunteer Helper Agreement**

We ask you to read and sign the attached volunteer helper agreement, which sets out clearly our responsibilities to you, and your responsibilities to the school if you choose to undertake this vital role in school. Please hand your signed agreement in at the office.

All that remains for us to say is a big thank you for your time, enthusiasm and patience. Both children and staff reap enormous benefits from your involvement in school and we sincerely hope that you thoroughly enjoy your time working with us.



## Volunteer helpers in school protocol

Please read and sign the document below to confirm your agreement with the following school expectations as a volunteer helper:

### As a school we agree to:

- Explain your tasks/jobs carefully so that you are clear about what we would like you to do with the children.
- Share the school Behaviour Policy with you to help you understand how we manage behaviour at Bollington St John's (available online or in the school office).
- Ensure that the children you work with behave and work well.
- Treat you with the highest respect and care.
- Share relevant information about the children you are working with.
- Let you know in advance the overall plan for the session/day and let you know if this changes.
- Treat anything you tell us with confidentiality.
- Reserve the right to deploy you where the need is greatest.

### We agree not to ask you to:

- Deal with difficult or challenging behaviour.
- Carry out a task that you feel unprepared to complete.

Signed: .....  
(Class teacher/Headteacher)

Date: .....

Volunteer's name: .....

### I agree to:

- Use the school Behaviour Policy and inform the teacher if I see any inappropriate behaviour.
- Inform the teacher if I observe anything that concerns me in school.
- **Treat all information with total confidentiality.**
- Inform the school if I am unable to attend a planned session/activity.
- Respect and listen to the guidance of the teacher at all times.
- Complete the appropriate enhanced safeguarding checks.
- Disclose any criminal allegations to the Headteacher prior to starting as a volunteer helper at Bollington St John's.

### I agree not to:

Make inappropriate comparisons between children inside or outside school.

**Share any information about a child or a member of staff with anyone outside the school staff team. If this does occur, it will be treated with the utmost seriousness.**

Signed: .....

Date: .....

