

# VOLUNTEER HANDBOOK AND INDUCTION

## INTRODUCTION

This booklet is a basic guide for adult helpers who volunteer to help the children in XXX CE Primary School. Your contribution to the children's learning is highly valued and your help greatly appreciated. We hope you find your time with us rewarding, enjoyable and informative.

## SOME BASIC GUIDELINES

In order to ensure that the safety and wellbeing of the children in school there are a few procedures that we need you to be aware of and adhere to before helping in school:

1. A police DBS check needs to be carried out. This is to check that people have no police convictions involving children. In order that the DBS check can be carried out, please take a passport or other photo identity to the school administrator.
2. Two references will need to be gained from previous volunteering, work or personal contacts.
3. An interview and induction will take place before volunteering begins.
4. When you arrive at school you will sign in and receive a visitor's lanyard to wear. Please remember to sign out and return your lanyard before you leave. The lanyard must be visible to children and staff at all times.
5. It helps if you can identify a particular morning or afternoon when you are available to help.
6. Safeguarding, conduct, health and safety, confidentiality and fire induction will be carried out before volunteering begins.

## WAYS YOU CAN HELP IN SCHOOL

There are many ways in which you can help us in school:

- Hearing children read – individually or in groups
- Playing language or maths games
- Painting and craft work
- Cooking
- Gardening
- Sewing

The teacher will provide you with clear instructions about the task. It can sometimes be important that activities are carried out in a particular way in order to challenge or support the children involved.

Please ask if there is anything that you are not sure about or if you need help.

## HELPING WITH READING

Teachers often ask for help with reading. This extra practise is in addition to the teaching of reading which is done by the teacher. There are a few quick pointers to help you when you are asked to read or share a book with a child:

- Talk about the story and what is happening – and what is in the pictures... if there are any! Encourage the child to predict what might happen next and discuss how they feel about the story and the characters.
- Read the book or some of the book before they try.
- Discuss the book and connect it to real life.
- Encourage them to read with expression.
- If the child appears 'stuck', encourage a sensible guess based on what has already been read, look at the illustrations for clues, use letter sounds or simply tell them the word – this will help to keep the story flowing.
- Make the experience an enjoyable one, sharing with the child your love of books.

### **CONFIDENTIALITY**

By working in the classroom, you will see individual children at work and will help children with different needs in different ways. It is therefore important to treat anything you hear or see in school with regard to particular children as being in absolute confidence.

Because you are in contact with the daily work of the classroom, you may be asked by other people to comment on what you see. It is the teacher's place to discuss a child's work, needs or behaviour with a parent. If you are put in this awkward situation, always suggest that the enquiry is taken to the relevant teacher.

Similarly, you may find that parents who are friends will ask about the progress or behaviour of their own children in school. This is a matter requiring a great deal of tact on your part and it is very important that you suggest that if they are worried in any way about their child then they must discuss the matter themselves with the head or the class teacher.

### **YOUR CHILD**

You may have offered to help your own child's teacher. However, occasionally children become a little unsettled when their parents are working with other children in the classroom. It may be therefore that we ask you to help in a different class for a while. This will be entirely at the headteachers discretion. It would be helpful if you could explain to your child that you will be coming into school to help all of the children and that he/she will not always be able to work with you.

### **PLEASE DO NOT**

- Take photos of children
- Give children sweets
- Use your mobile phone (this should be switched off)
- Any concerns about a child should be reported to the class teacher and headteacher immediately

### **MOST OF ALL... THANK YOU!**

In case we forget to say so, please be assured that we really do appreciate you giving up your time to help in school.

If you have any worries or queries, or any good ideas on how we can improve something, please let us know - we are always willing to listen.

### **PARENT VOLUNTEER INTERVIEW/INDUCTION CHECKLIST**

I had an interview and induction before I began volunteering. I learnt about:

1. **Safeguarding procedures** – I understand that I must talk to the teacher or a designated safeguarding lead if I have a concern about a child immediately.
2. **Fire procedures** – I understand how to evacuate the building and what to do if I am with a group of children away from the class.
3. **Mobile phones** – I understand that I must turn my phone off whilst working with children and not use it on the premises.
4. **Confidentiality** – I understand that I must remain confidential with the information I learn about other children.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_