

# Danemill Primary School



**Danemill**  
Primary School

*Only the best is good enough.*

## Volunteer Handbook

## **Learning at Danemill**

**Learning is at the heart of everything we do.**

Our school's motto is;

**Only the Best is Good Enough**

### **On Arrival**

Every time you come to school as a volunteer you will need to go to the office, sign in and collect your visitors' badge. You will also need to sign out when you leave. It is essential that we know who is in school at all times so please always sign in and out. A member of staff will then use the release button to give you access to the main school.

### **Safety**

To ensure the safety of both the children and yourself, you should not work:

- With an individual child behind a closed door
- In a room or area that cannot be seen by other adults
- In very close proximity to a child e.g. don't pick a child up or let them sit on your knee.

If you are volunteering at school on a regular basis you will need a current DBS certificate.

### **The Staffroom**

There are no 'special chairs' or mugs and we all help by looking after the staffroom, including loading and unloading the dishwasher. Volunteers are welcome to have a break in the staffroom, however please bear in mind aspects of confidentiality referred to in the separate section.

### **Coffee / Tea/ Lunch etc**

Coffee and tea are complimentary. It is everyone's responsibility to load the dishwasher, wash up and clear the work surfaces. If you would like a lunch from the canteen, please ask at the School Office at the beginning of the day.

- Observing the rules, regulations and instructions adapted by the school
- Participating fully in any investigation into alleged incidents and/or allegations including attending meetings as reasonably requested;
- Recognising that the instigation of any investigation is undertaken in the - interests of the school and that all information should be treated with discretion;
- Mobile phones must not be carried around the school when working-unless agreed with a member of SLT. Neither should they be used to take photographs of children at any time. Mobile phones need to be left in the staff room where staff lockers are available.

## Dress Code

We feel that all those working in the school need to be respected by the children. For this reason, the dress code we have adopted includes school uniform for the children and smart, casual wear for the staff and volunteers. If you have any questions regarding the dress code, please ask a member of staff.

# Finally...

## Thank you for helping the children in our school.

We hope that you will be happy here and if there is anything you are still unsure about, please do not hesitate to talk to one of us.

For any other details, please refer to the school website where you can find the prospectus and most key policies.

We hope you will enjoy working as part of our team!



## **Practical and Creative Sessions**

Encourage children to express their ideas or thoughts. Support the children to work carefully and to think about what they are doing. If children have problems in their practical work, help them to solve the problem themselves. Ask questions such as, 'Why do you think that happened?' or provide a choice of solutions but do not do the work for them. Encourage the children to tell you about their work. Talking will help them develop their ideas about the task in hand. Ask them about the next stage of their work. Keep telling the children how well they are doing. Positive praise will develop children's confidence to be creative Encourage children to use equipment sensibly and to help to tidy up after themselves

## **PE Store and sheds**

The P.E shed on KS2 playground contains the majority of PE equipment and playtime equipment. The keys for these sheds are kept in the school office; please make sure you return them after using them because they have a habit of going missing!

## **Child Protection Policy/Safer Practice Guidance**

There is important information you should receive before any volunteer commences work in the school. Please make sure that you have had a meeting before you volunteer so that our procedures can be carefully explained during your induction. If you see anything you think is unusual please report it to Miss Lawrence, Miss Hickinbottom, Miss Hainsworth or Miss Higham. Never post anything online about the school, pupils or staff.

## **Positive Behaviour Management**

We have a positive approach to behaviour management and apply this consistently and fairly to ensure the children see the benefits of behaving in a sensible and supportive way. We use house points, certificates, stickers and praise wherever possible. We will only reprimand children as a last resort, where we feel that the child's actions will cause harm or affect the teaching and learning of the rest of the class.

**We have a code of conduct to help children focus on positive behaviour. Its focus is on keeping our school in SHAPE.**

We will take actions to keep ourselves Safe

We take responsibility for making our environment Happy

We will be engaged with learning and be individuals who are Attentive

We believe that it is always important to be Polite

We will tackle all situations and activities with Enthusiasm

Bullying in any form is unacceptable.

If you witness what you perceive as a bullying incident, please tell the class teacher as soon as possible. They will follow the schools anti-bullying procedure and will advise you on the completion of a bullying incident form.

Please ensure you speak to your supervising member of staff if a child's behaviour causes you concern but remember to also tell the teacher if a child's behaviour is particularly good in school.

It is worth remembering that children look to adults as role models and we should all therefore act accordingly. Our Discipline and Behaviour Policy is available on the website.

### **Playtimes**

Morning playtime is at 10:30 and finishes at 10:50

Foundation lunchtime begins at 11:45

Year 1 lunchtime begins at 12:00

Year 2 lunchtime begins at 12:00

Key Stage 2 lunchtime begins at 12:15

### **Accidents**

If a child has an accident, please refer the matter immediately to any member of the school staff. If a volunteer has an accident this needs to be recorded in the accident book in the office and for any serious injuries a form is required to be completed. A list of first aid trained staff is kept in the office.

### **Health and Safety**

All volunteers are requested to report any matter that they feel poses or could potentially pose a health and safety risk to their designated member of staff or to the head of school as soon as it comes to their attention. This includes any electrical item which is or is suspected of being in any way faulty.

If in any doubt about a health and safety risk, please report the matter so the risk can be assessed, and appropriate action taken.

### **Safe Practice**

All staff and volunteers need to ensure they put themselves and the children they care for at minimum risk at all times. In general, this means that neither children nor any other person should be asked to carry heavy or dangerous objects or to complete any other task which the adult in charge would not normally wish to carry out, due to health and safety or other risks. You should always consider the benefit, of completing any task, both to the child / children and to yourself and also to the school / members of staff, before you undertake the task.

No volunteer should attempt to reach objects above head height, without standing on a step ladder or purpose-built support, accompanied by another adult.

### **Fire**

Please read and observe the fire drill displayed in the classroom. In the event of the fire alarm sounding it is essential that all children in all classes move quietly and without panic to the nearest playground. Each class is required to line up quietly whilst the register is taken. The register will be brought to the Class Teacher. Any alarm which takes place during, before or after school hours needs to be treated as if it is a real fire. You should ensure that your safety and the safety of the children is paramount. NEVER return to the building once evacuation has taken place.

### **Confidentiality**

During your time as a volunteer you will become involved in conversations with children and teachers. You will become aware of different ability levels and behaviours of children. The teacher may well discuss the varying needs and requirements of individuals when discussing your tasks.

It is important to remember that anything you might learn as a direct result of acting as a volunteer, whether it refers to a child or member of staff **must** remain in confidence. You may well be asked by a friend to comment on a particular child or member of staff or even on an incident to which you may have been a witness. Your answer must be that as a volunteer in the school you are unable to comment. You should also make it clear that any enquiries should be made to the class teacher or head of school. If you do see anything you are not secure about, please see the head or deputy head immediately.

### **Conduct standards expected from Volunteers**

The public is entitled to demand conduct of the highest standard from staff in schools and as a volunteer, you will be asked to meet similar standards. Expectations are as follows:

- Maintaining conduct in keeping with the interests and standing of the school
- Devoting full attention to the duties of your role and in doing so acting with responsibility, judgement and good faith;
- Carrying out any reasonable lawful instructions given by those with responsibility to do so:
- Never, under any circumstances, divulging to any unauthorised person, by making personal use of confidential information connected with the school

when you order. A copy of the current menu is available in each classroom.

### **Staff room White Board**

This is used to inform staff of daily events and activities which affect the day-to-day running of the school.

### **Absence**

If you are ill or are otherwise unable to attend school when planned, please could you telephone the school office, if possible before the start of the day, so that they can notify the class teacher who you would have supported.

### **When working with children...**

Always treat children with respect and in the same way that you would expect them to treat you. Be friendly towards them, however do not let them be silly or become over friendly. They must learn how to behave in an acceptable manner with adults and should always address you by your title, e.g. Mrs. James.

Explain exactly what you expect them to do. You may well have to repeat your instructions to individuals or to the group as they work. Do not draw attention to the varying abilities of different children but always praise the efforts of a child that has worked hard, irrespective of the result. Some children may be reluctant to work. Provide lots of encouragement and try to get them to help you with parts of the task

### **Reading**

You may be asked to help children practise their reading. The teacher will hold reading sessions with all the children on a regular basis. Your help will mean that the children will have an audience more frequently. Make sure both you and the child are comfortable and in a quiet area of the classroom. Point out the title and the author the book. Listen as the child reads and ask comprehension questions such as; Why did she feel like that? What do you think they should do? If a child gets stuck on a word encourage them to sound it out and blend the sounds together using their knowledge of phonics. If they can't hear the word, then blend it for them to see if they can hear it. If they still can't hear it then tell them the word. Remember to use letter sounds. At the end of the session ask the children what they liked about the book. Once you have finished please record the session in the child's home reading diary. Please include the date, title of the book, your signature and a positive comment. If you would like more advice on how to teach reading and the synthetic phonics approach, please feel free to seek advice from class teacher who will be happy to help.

### **Maths and Literacy**

If you are volunteering during maths and literacy, please listen to the teacher during the whole class teaching. Here he/she will share the objectives, methods and success criteria with the children. This will then help you when you are working with a group of children and you can then keep the children focused toward meeting their success criteria.