

Adult Volunteer's Handbook and code of Conduct



Hayeswood First School

Welcome to Hayeswood First School – we are delighted that you are joining our team to support the children in their learning.

This booklet is intended to provide basic information on the tasks and expectations of a parent helper and sets out our expectations in terms of a Code of conduct. If you have any other questions do not hesitate to ask.

Introduction

At Hayeswood First School we believe that every child has the right to the best education possible and we recognise the invaluable role adult volunteers play in supporting us to fulfil our aim. The governors, teachers and children recognise that volunteers come from a wide variety of backgrounds and bring with them a range of experience and knowledge that enriches and supports the work of the school.

The children in the class are the responsibility of the head teacher and class teacher at all times. Please ensure you pass any information that you gather from the children on to the teacher and ensure you tell the teacher immediately if you have any concerns. Do not leave the classroom with individuals or groups unless directed by a teacher.

Activities Undertaken

Adult volunteers may assist in various ways: in the classroom, on educational visits, supporting groups or individuals, preparing resources. The class teacher will provide the volunteer with information to enable them to give the appropriate support to the individual/group/activity for example: where the task is to be carried out, what equipment is needed, the length of time the activity should take, any circumstances relating to health and safety.

Induction

On commencing the volunteer role you can expect to receive an induction covering aspects such as the role itself, school culture and ethos, confidentiality, evacuation procedures, health and safety etc.

Criminal Record Checks

These checks are carried out to identify whether or not individuals working with the children are suitable to do so. Where there is substantial or unsupervised access to children there is a legal requirement to carry out the criminal records check. The checks are done to protect the children and also to protect the individual themselves.

Having a criminal record does not automatically prevent an individual from being a volunteer in school. The Headteacher and governing body would consider the details of the criminal record and balance this against the activities the individual is to undertake.

Should you have been or become convicted of a criminal offence that may have a bearing on you acting as a volunteer you should tell the Headteacher. This

will allow the Headteacher to assess whether it is acceptable for you to continue in your role, whether the activities you assist in should be changed, or whether it is the best interest for all concerned for you to end your role as volunteer in school

All discussions and paperwork relating to Criminal Records clearance are entirely confidential.

Child Protection

The designated child protection officer in our school is the head teacher or in her absence the deputy head teachers – Mrs Fairman and Mrs Richardson. Any concerns you may have over a child whilst working in school should be mentioned to the class teacher immediately and we must remind that any information relating to children in the school must remain confidential for the safety of the child/ren concerned.

Contact

Please ensure you do not initiate holding hands with a child or allow them to sit on your lap.

Disclosure of Information

School volunteers should not use any information obtained in school or about school for personal gain or benefit.

Any information about the school or its pupils which is encountered by the volunteer is strictly confidential and should not be disclosed or discussed outside school premises.

Any Child Protection or Whistleblowing situations should immediately be passed on to the Head teacher or Deputy head teacher in her absence.

Relationships with children

We must always remember that:

- The welfare of the child/young person is the priority
- It is the responsibility of all adults to safeguard and promote the welfare of children and young people
- Adults who work with children will be expected to act as good role models and support the school's culture and ethos through appropriate behaviour
- Children should be treated fairly whatever their culture, disability, gender, language, racial origin or religious belief
- If a volunteer has concerns about a child's welfare or if a child discloses that he/she is suffering abuse or gives grounds for concern, the volunteer should take no action themselves but contact the designated child protection contact in the school who is the head teacher or deputy head in her absence
- Disclosure by the pupils should not be encouraged by volunteers but they should encourage the child to see an appropriate employee e.g. class teacher, pastoral care worker.
- No gifts of sweets etc should be given to the children.
- Please do not give stickers but please mention to a teacher if you feel a child deserves one.

Mobile phones

Mobile phones should not be used in the classrooms at any time for any purpose. They can be used in the staff room when making a drink or the staff toilets but should never be used in front of children at any time.

First Aid

Any child who needs first aid or who feels unwell should always be referred to the class teacher who will then follow the appropriate procedures.

All classrooms have a red HELP card which should be sent either to Mrs Jones/Mrs McGregor (in the office) or to the Headteacher in the event of a major incident (accident or behaviour). This will obviously be the responsibility of the class teacher unless the teacher has an accident or is suddenly taken ill.

Some children have inhalers or epi pens in school. If you are concerned about a child, please speak to the teacher immediately.

Please do not deal with first aid issues yourself as they have to be properly recorded and we ask you not to enter the children's toilets at any time unless asked to do so by the teacher.

Stock and Photocopying

At times you may be asked to collect stock from the stock cupboard. Please ensure you let the classroom teacher know if you used the last of a certain item so it can be reordered.

When taking stock we also ask that the stock room is left as tidy as you found it!!

Photocopying is a very useful task to support teachers with. The classroom teacher will give you a short demonstration of how to use the machine if needed.

Reading Support

Should you be asked to read with a child please refer to our reading helper policy booklet.

Break times

Please feel free to make yourself a hot or cold drink the staff room but we do ask that you drink it in the library area. The staff toilets are for you to use. Please do not smoke on the premises.

Dress code

Please ensure you are dressed decently, appropriately and safely for the tasks you will be undertaking

Illness

If for any reason you are unable to help on the day you normally come in please let the office know as a teacher may have planned for you to support a group and will need to think of plan b!

Thank you for offering your time to help us. If you need any further information please do not hesitate to ask.