



Hayeswood First School

Hayeswood First School is a Rights Respecting School. As such it is committed to upholding children's rights and promoting their responsibilities under the UN Convention for the Rights of the Child (UNCRC). The contents of this policy are fully in keeping with this commitment.

Good Practice Guide for Volunteers Working in School

Hayeswood First School

Good Practice Guide for Volunteers Working in School

VOLUNTEER COPY

INTRODUCTION

Thank you for offering your services to the School on a voluntary basis. Everyone at the School hopes you will find the experience enjoyable and rewarding.

To help you and to safeguard the interest and reputation of the school and its community (staff, parents, governors and pupils) the school has drawn up this guidance document. Its main purpose is to help you to understand and accept the high standards of conduct required when working in schools, in particular the need for confidentiality and the making of harmonious working relationships. In this way the valuable and valued contribution of volunteers to the work of the School will be enhanced.

Once you have read and understood the guidance notes below, please would you sign the second copy of this document (enclosed) and return it to the Headteacher via the school office. The Headteacher is happy to deal with any queries you may have.

You need to be aware that a breach of any of the standards set out might lead to a decision not to use you as a volunteer either for a temporary period or, where the breach is serious, permanently. Obviously I hope and expect that such a situation will never arise.

NOTES OF GUIDANCE ON GOOD PRACTICE

1. Your work will bring you into close contact with staff and pupils. Please be sure to be totally discreet about what you see, hear and read so that any information about pupils or staff is not disclosed to anyone except a member of the teaching staff or the headteacher.
2. Be sure not to read, move, remove, or copy any school documentation unless you have the permission of the teacher responsible for that documentation, for example pupils' work, assessments, reports and letters which are stored anywhere in the school.
3. Always remember that you are not expected to make judgements about pupils' abilities. Any personal views you may have about a pupil's ability should not be disclosed to anyone other than when requested by a member of the teaching staff or headteacher.
4. Always listen carefully to the requirements and instructions given by the class teacher or headteacher and try to carry them out to the best of your ability.
5. When in class it will help the teacher if you try to sit where you can always be seen by him/her and that you will always do your best to reinforce to pupils the instructions given by the class teacher. For example remember to be quiet yourself when the teacher asks for silence in the class and listen.
6. Unless the matter cannot wait remember not to interrupt the teacher or discuss non-urgent matters with them during teaching time.
7. It is important for pupils to see all adults in school as role models so please remember to keep this in the forefront of your thinking at all times. It is also important for pupils to receive considered reinforcement from adults and so you will be expected to support the aims, objectives, ethos and expectations of the school, including any application of the School's disciplinary policy.

8. Do your best to build positive relationships with pupils and staff. This can be accomplished in a number of ways, for example when in contact with staff, other adults and pupils always behave in a thoughtful and considerate way. Try to make comments which are tactful, constructive and supportive. In this way you will be able to build good and rewarding relationships and, in turn, this will help to improve the self-esteem of other people, particularly pupils.
9. You are probably already aware of the dangers of physical contact with pupils. Please do everything possible to avoid any unnecessary physical contact with pupils. Also remember that you should not get drawn into inappropriate topics of conversation with pupils.
10. Although it can be tempting, please do not seek to use your time in school as an opportunity to discuss personal issues such as your child's educational progress. Apart from distracting teachers from their work it could lead to other parents feeling that you have taken advantage of your position as a volunteer.
11. Do not hesitate to report any disturbing events you witness to the headteacher or another member of the teaching staff.
12. Wimborne Academy Trust has an Equal Opportunities policy which all members of staff and volunteers are required to follow. This means that you must speak and act at all times in a way which respects pupils, staff, governors and officers of the Trust whatever their race, nationality, colour, gender, sexual orientation or disabilities. If you tell off a pupil or disagree with anyone's actions you should direct your comments to the actions and not stray into personal remarks or hostile expressions or gestures. Always try to deal with problems as discreetly as you possibly can.
13. In general remember that if you are in any doubt about anything always ask the advice of a member of staff or the headteacher.
14. Finally, we hope that you will find this guidance sensible and helpful. We are confident that you will enjoy the experience of working in the School.

I understand and accept the above Notes of Guidance which apply to my work as a volunteer in Hayeswood First School.

Name (print in capitals):

Signature:

Date:

Please return the second copy of this document to the Headteacher prior to you starting as a volunteer.

Hayeswood First School

Good Practice Guide for Volunteers Working in School

SCHOOL COPY

INTRODUCTION

Thank you for offering your services to the School on a voluntary basis. Everyone at the School hopes you will find the experience enjoyable and rewarding.

To help you and to safeguard the interest and reputation of the school and its community (staff, parents, governors and pupils) the school has drawn up this guidance document. Its main purpose is to help you to understand and accept the high standards of conduct required when working in schools, in particular the need for confidentiality and the making of harmonious working relationships. In this way the valuable and valued contribution of volunteers to the work of the School will be enhanced.

Once you have read and understood the guidance notes below, please would you sign the second copy of this document (enclosed) and return it to the Headteacher via the school office. The Headteacher is happy to deal with any queries you may have.

You need to be aware that a breach of any of the standards set out might lead to a decision not to use you as a volunteer either for a temporary period or, where the breach is serious, permanently. Obviously I hope and expect that such a situation will never arise.

NOTES OF GUIDANCE ON GOOD PRACTICE

1. Your work will bring you into close contact with staff and pupils. Please be sure to be totally discreet about what you see, hear and read so that any information about pupils or staff is not disclosed to anyone except a member of the teaching staff or the headteacher.
2. Be sure not to read, move, remove, or copy any school documentation unless you have the permission of the teacher responsible for that documentation, for example pupils' work, assessments, reports and letters which are stored anywhere in the school.
3. Always remember that you are not expected to make judgements about pupils' abilities. Any personal views you may have about a pupil's ability should not be disclosed to anyone other than when requested by a member of the teaching staff or headteacher.
4. Always listen carefully to the requirements and instructions given by the class teacher or headteacher and try to carry them out to the best of your ability.
5. When in class it will help the teacher if you try to sit where you can always be seen by him/her and that you will always do your best to reinforce to pupils the instructions given by the class teacher. For example remember to be quiet yourself when the teacher asks for silence in the class and listen.
6. Unless the matter cannot wait remember not to interrupt the teacher or discuss non-urgent matters with them during teaching time.
7. It is important for pupils to see all adults in school as role models so please remember to keep this in the forefront of your thinking at all times. It is also important for pupils to receive considered reinforcement from adults and so you will be expected to support the

aims, objectives, ethos and expectations of the school, including any application of the School's disciplinary policy.

8. Do your best to build positive relationships with pupils and staff. This can be accomplished in a number of ways, for example when in contact with staff, other adults and pupils always behave in a thoughtful and considerate way. Try to make comments which are tactful, constructive and supportive. In this way you will be able to build good and rewarding relationships and, in turn, this will help to improve the self-esteem of other people, particularly pupils.
9. You are probably already aware of the dangers of physical contact with pupils. Please do everything possible to avoid any unnecessary physical contact with pupils. Also remember that you should not get drawn into inappropriate topics of conversation with pupils.
10. Although it can be tempting, please do not seek to use your time in school as an opportunity to discuss personal issues such as your child's educational progress. Apart from distracting teachers from their work it could lead to other parents feeling that you have taken advantage of your position as a volunteer.
11. Do not hesitate to report any disturbing events you witness to the headteacher or another member of the teaching staff.
12. Wimborne Academy Trust has an Equal Opportunities policy which all members of staff and volunteers are required to follow. This means that you must speak and act at all times in a way which respects pupils, staff, governors and officers of the Trust whatever their race, nationality, colour, gender, sexual orientation or disabilities. If you tell off a pupil or disagree with anyone's actions you should direct your comments to the actions and not stray into personal remarks or hostile expressions or gestures. Always try to deal with problems as discreetly as you possibly can.
13. In general remember that if you are in any doubt about anything always ask the advice of a member of staff or the headteacher.
14. Finally, we hope that you will find this guidance sensible and helpful. We are confident that you will enjoy the experience of working in the School.

I understand and accept the above Notes of Guidance which apply to my work as a volunteer in Hayeswood First School.

Name (print in capitals):

Signature:

Date:

Please return this copy of this document to the Headteacher prior to you starting as a volunteer.