



Barlow Church of England Primary School

Code of Conduct for volunteers

27 October 2020

Author : Penny Watkin

Approved : David Barnes

First of all, 'Thank You' for being a volunteer helper.

The aim of this leaflet is to support you in your role in school, to ensure good working practice and to promote consistency amongst our volunteer helpers. If you are new to the school we welcome you as part of our volunteer team. We hope you find your time with us rewarding, enjoyable and informative.

Our School Day

The times of lessons are as follows:

9.00 - 10.30 a.m.

10.45 - 12.00p.m.

1.10 – 2.15p.m.

2.30 – 3.30p.m.

Literacy and Mathematics tends to be taught in the morning, but may sometimes take place during the afternoon. Reception activities may be more varied as they are following the Early Years Foundation Stage curriculum. Children may be learning inside and outside in any year group. Your part with small group tasks is especially appreciated. An adult can play a valued part sitting with a group assisting where necessary and promoting the concentration and understanding of children.

COLLECTIVE WORSHIP

Please note that you are most welcome to join the staff and children for daily Collective Worship.

DBS CHECK

We have to take a few precautions in order to keep the children safe. It is unusual for helpers to be left alone with children, however when adults help in school we need to ensure that they, or anybody who they share a house with, have no police convictions involving children, so we will ask regular volunteers to apply for a DBS check. Please collect the relevant information from Mrs Holmes or Mrs Morton in the school office.

HEALTH, SAFETY AND SAFEGUARDING.

The safety and well being of our school community are of high importance to us. In order for you to fully understand our health and safety, and safeguarding procedures you are requested to read our Safeguarding Policy and check if there are any health and safety implications for your role in school.

CONFIDENTIALITY

This is of vital importance if we are to enjoy the trust of the whole school staff/parent/ pupil community. You are in a privileged position of mutual trust. It is important that volunteers do not keep records of, or take information off school premises about, pupil progress or attainment. This is in contravention of *our data management protocol* and places the school in a difficult position. Please do not talk about day to day happenings in school, e.g. perceived misbehaviour of pupils, successes or difficulties a child may have had, to friends and acquaintances - i.e. other parents or volunteer helpers. If other parents ask questions about their child, another child, school routine etc., please refer them to the class teacher. All these matters may seem quite harmless but sometimes information is misunderstood or misinterpreted with the result that parents become worried or anxious and may gain an inaccurate picture of how our school functions. Please treat all children equally.

CHILD PROTECTION AND DISCLOSURES

It is possible that children may tell you (or try to tell you) things relating to some form of abuse. While you cannot promise confidentiality within school (i.e. you must make it clear to the child that you will have to tell someone), you must ensure that once you have passed the matter on you do not discuss it with anyone else. If you have any concerns at all about the welfare of a child please don't keep these to yourself – you have a duty to report any issues regarding child protection. Let the class teacher know immediately or speak directly to the Designated Safeguarding Lead – Mrs Watkin or if Mrs Watkin is unavailable, speak to Mrs McElhattan or Mrs Phipps.

SOME GUIDELINES

- On arrival, sign in at the school office and sign out when you leave.
- Familiarise yourself with the fire safety notices in the room where you are working.

If the fire alarm sounds make your way to the playground or front of the school with the group of children you are supervising. Our fire assembly point is along the road at the village hall. Do not go back to the classroom.

- If a child asks to go to toilet and cannot do so unaided refer to the class teacher rather than take them yourself.
- Only work in public areas such as classrooms, corridors and the reception foyer – not behind 'closed doors';
- Try to work close to where other volunteers or staff members are working;
- Try to ensure that your conversation with children is friendly but not over-familiar;
- Please do not lift, carry or move a child in any way.
- Do not use your mobile phone in areas where there are children. Please try to use it in the staff room for personal use only.
- Smoking is not allowed anywhere on school premises.
- Refer first aid to the staff.
- Please ask the children to refer to you in the same way they address all staff, i.e. Mrs / Mr Smith, and not by your first name, even if they address you in this way out of school.
- In the classroom or in the playground should any disputes arise between children or other matters connected with the children's behaviour please refer to the teacher or member of staff on duty — do not deal with it yourself.

- Please encourage children to be independent – we expect children to try everything themselves before we help them.
- If you are helping a child to change eg for PE or performances encourage them to do as much as possible for themselves.
- Please help us to train children to use scissors and other tools safely. Scissors should never be left open. When they need to be carried they should be held with the blades closed and pointing downwards.

Hearing Readers

One of the tasks that you will probably be involved in is reading with the children. This is an important task.

The exact approach will depend on the reading level of the child.

Beginning readers

1. Children should be aware that you read from left to right, turning the pages that way and reading the lines left to right and top to bottom.
2. Children at Barlow Church of England Primary School share picture books initially. Encourage the children to talk about the pictures and tell the story together, guessing what will happen next. Please practise the letters and red words in the child's folder.

Early readers

1. Practise the letter sounds and the high frequency words for the book.
2. Ask the child to point to each word as s/he reads it. Encourage the child to sound out the word, then blend it. Then reread each sentence fluently.
3. Discuss the pictures and the story.
4. The children should be aware of full stops and that you need to pause at a full stop and not to run sentences together, and to use some expression.

Even with competent readers you should discuss the stories and pictures. Also you can try to encourage the children to use expression or put on suitable voices.

Discussion Questions

The following are examples of the types of questions to use when discussing a story.

What was the story about?

Who was the main character?

What sort of a person was he?

Was that a sensible thing to do?

What should he have done?

Which part did you like best?

What would have happened if....?

Try to relate some ideas to the children's own experiences. i.e.

Can you....?

Have you ever?

Using the Reading Record Books

When you have heard a child read please enter the page number that they have read up to. You may put a short positive comment e.g. good, well done, etc. We do ask that parents and helpers do not put any negative comments in the books or suggestions of what the child needs to do.

If the child has changed their book, please write the title of the new book in the appropriate place.

Changing Reading Books

It is quite usual for a child to have read a book at home and therefore they will need to change it. The children are free to choose any book within their level. Please do not move a child onto a new level even if they have read every book in that level. Some children may need help to select a book and possibly having a quick flick through some of the books may help them to choose.

In case we teachers forget to say so please be assured that we really do appreciate your help (we may be too busy or harassed to say so but we do!!)

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

Once again.....

Thank You!

Staff Name	Last Open	Signature Date
Gemma Phipps	14-09-2021	14-09-2021
Natalie Baker	11-03-2021	11-03-2021
Heather Morton	29-10-2020	29-10-2020
David Barnes	09-11-2020	09-11-2020
Vicky Noble	22-03-2021	22-03-2021
Nicholas Shaw	Not Yet	Not Yet
Paul Ryan	Not Yet	Not Yet
Graeme Forth	Not Yet	Not Yet
Liam O'Connell	18-12-2020	18-12-2020
Sarah Colver	Not Yet	Not Yet
Helen McElhattan	05-10-2021	05-10-2021
Penny Watkin	Not Yet	Not Yet
Natalie Vick	Not Yet	Not Yet
Rebecca Ryan	Not Yet	Not Yet
Vicky Wilson	27-10-2020	27-10-2020
Charlotte Mawby	10-11-2020	10-11-2020
Caroline Feeney	01-11-2020	01-11-2020
Claire Rowbottom	Not Yet	Not Yet
Sue Durnall	Not Yet	Not Yet