



# Guidance for Volunteers in School

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### The School Day

8.50	Bell
8.55	Registration
9.00	Core Skills
9.20	Lesson 1
10.20	Break
10.40	Core Skills
11.00	Lesson 3
12.00	Lunch
12.30	Play / Clubs
1.05	Registration and Assembly
1.25	Lesson 4
2.05	Lesson 5
2.40	Lesson 6
3.20	End of school day

Thank you for showing an interest in helping at our school. It is much appreciated.

At Shoreham Village School, our vision is that children, staff and parents work actively in partnership to enable all children to be the best they can be. This really encapsulates our dedication to providing the best education for every child.

All the staff at Shoreham Village School are hardworking and do their very best every day. As volunteers, you would be a part of this team, so thank you from the staff and children for helping us to achieve our aims.

There is no formal time commitment needed as every hour counts, so please tell us what help you can give and we will find the best role for you. Volunteers can carry out a variety of tasks and we hope to make use of the many skills and interests that our volunteers possess.

### Before you get started!

There are just a few bits of paper work that you need to complete before you can start working with the children.

#### DBS checks

Before starting in school, **please contact the school office to complete the necessary police checks.**

You will need to provide certain documentation when completing the DBS check and the Office staff will help you through this simple process.

#### Confidentiality Agreement

When working in a school, confidentiality is of upmost importance. Please ensure you have **read, understood** and **signed** the agreement which can be found in Appendix 1. If you have any concerns over this agreement then please contact the school office before signing it.

To avoid being placed in a difficult position, if you are approached and asked a school related question you must refer it to the class teacher or any other member of staff.

#### Anti-Radicalisation and Anti-racism

On arrival at school, please and read the Anti-radicalisation statement in the visitor's book. We do not tolerate any extremist or racist views in our school and as a volunteer you must adhere to this.

### We expect everyone to

be kind and helpful  
be gentle  
listen  
work hard  
be honest  
look after property

### Our Values

- Responsibility
- Respect
- Curiosity
- Determination
- Kindness
- Courage

# Pride

Appendix 1

CONFIDENTIALITY AGREEMENT

Dear Volunteer

I would like to thank you for all the support you give us to enable our children to learn so effectively in the classroom.

When you work in an environment such as a school the matter of confidentiality is huge and we always ask a question about it at interviews for staff. Confidentiality means that you do not discuss school matters with anyone outside the building no matter who they are. If you are approached and asked a school related question you must refer it to the class teacher or myself or any other member of staff. We will then deal with the query after finding out the whole story. Please don't discuss anything about another child's behaviour with their parents either. This is a matter between school and that child's parents.

Some volunteers who do help out in classrooms have, for no reason other than they thought they were being helpful, have told parents about things that have happened in the classroom. Whatever happens between a teacher/class or a child/teacher is between them and the appropriate parents if they choose to share it. It is not for anyone else to offer an opinion outside the classroom. One of the reasons rules are so strict in school is for Child Protection purposes.

We do value tremendously the support we receive from volunteers and we couldn't do our job nearly as efficiently without it, so a huge thank you for everything you do.

Mrs Gillian Lovatt-Young

.....

I have read and understood the Confidentiality Agreement.

NAME:

.....

Signed:.....Date: .....

General Facilities

Drinks



During break times please do not go on to the playground with the children unless directed to do so. There will be tea and coffee facilities available at break times and maybe the odd biscuit! We would appreciate it if volunteers do not go in to the staff room as there may be confidential information displayed.

Bags and Coats



The school office has a lockable cupboard that you can hang your coat and handbag in. Please ask the office staff about this.

Toilets



Adult toilets are located on the first floor and downstairs outside Barton Class. Please feel free to use these facilities.

## Working with Children

### Child Protection Arrangements

Please ensure that you sign in and out in the visitors book located in the school office on the days that you are working in school. You will also need to wear a visitors badge which will be given to you by the office staff on arrival and read the Safeguarding statement in the visitor's book.

It is important that you avoid putting yourself in a position when working with children where your actions may be open to misinterpretation. If you are working alone with children then it is best to exercise caution e.g. leaving the door open in the room that you are working in.

If a child discloses any information that concerns you then please refer this straight to the class teacher.

There is a full child protection policy available on the school website and it is required that you read this carefully.

### ESafety

If you are aware of a child using an inappropriate website, then please report this to the class teacher as soon as possible. If you need to work on a school computer at any time, then please see the Office staff who will be able to help you; you should not work on a computer logged on with someone else's details. Please ensure that you do not take any pictures of children whilst working in school. If using a school camera, then please ensure that this is given to the class teacher and not taken off school premises.

### Behaviour Incidents

All behaviour rewards and sanctions must be in line with the school's behaviour policy. This can also be found on the school website for your reference. A list of the school's rules can be found in Appendix 2 and a list of classroom rules can be found in each classroom. If you have any concerns over a child's behaviour or you feel a child has performed particularly well, then please refer these to your class teacher.

## Appendices

Appendix 1 : Confidentiality agreement

Appendix 2: School, values, mission and golden rules

Appendix 3: Outline of school day

## Health and Safety

### Dress code

Your clothes should be comfortable yet smart and practical—denim is suitable for volunteers. There is obviously a broad range of clothing that is appropriate, but outlined below are some of the things that we believe are not appropriate and should not be worn in school:

- Beach style flip-flops
- Clothes that are too revealing, including those that reveal the tummy.
- Nothing should be see-through nor should underwear be revealed so strappy vest-tops are not appropriate if bra-straps can be seen.
- Extremes of dress or logos such as 'FCUK'.

### Fire Regulations

Fire drills take place every term. If this occurs when you are working in school then you will need to vacate the building from the nearest fire escape on to the playground—these are shown on the school maps located in every room. The children line up at the top of the playground away from the building in their classes. Could all volunteers please stand with their allocated class. Make sure you close the classroom door behind you if you are the last person to leave the room. Please wait until you are told to return to the building. Visitors should confirm their attendance at the fire drill with the Office staff who will check the signing in book and visitors book.

### Working at height

For your safety and the safety of the children, please ensure that you do not stand on chairs, tables or ladders when working in school.

## Communication with the class teacher

The school day starts at 8.50am. Please wait in the school office until the children are in class before joining your allocated group.

### Absence

If you are unable to come in on your allocated day then please inform the school office by telephoning 01959 522228. The school office will in turn let the class teacher know.

### Routines of the day

Class timetables can be found in your classroom, however you can find an outline of the school day in Appendix 3.

### Communication

Each class teacher or TA will communicate to you, either written or verbally, the work that they would like you to carry out with the children. The amount of help to give to the children really depends on the activity and this can be directed by the class teacher.

The general rule of thumb is that you guide the child and suggest strategies they may use to be successful in their work. Whilst the teacher is working with the children in the introductory part of the lesson, you may be asked to carry out class jobs.

## Guide to Reading with Children

One of the main activities that volunteers become involved with at school is hearing children read, because giving children the opportunity to read on a one-to-one basis with an adult is such a valuable experience. Here are a few guidelines to help you and the child get the most from the experience.

### Who you will hear read

This will be guided by the teacher and will depend on what they feel will be the best use of your time. You might hear:

1. beginning readers - young children who are in the early stages of learning to read
2. developing readers - children who have already learned the basics of reading
3. struggling readers - children who are finding it difficult to learn to read
4. fluent readers - children who can read well for their age.

Your approach to hearing children read will depend on their age and ability. It is likely that you will have a group of children who will read to you on a regular basis. But the teacher might want you to hear different children on each visit or to concentrate on one or two particular children.

### What to do

The teacher you are working with might ask you to do certain things with certain children. The guidance here is very general and what actually happens will - as always - depend on the age and ability of the children, as well as what the teacher wants you to do. Here are some suggestions:

1. Talk with children about the book they are reading. What is it about? Do they like it? What has happened so far? What do they think will happen next?
2. With younger and less able readers, talk about the pictures. Pictures help children to understand the words.
3. With older and more able readers, discuss the characters and the words and phrases used by the author.
4. Use lots of praise and encouragement, and avoid criticism. It is important that the children become more confident with reading.

If the child stumbles over a word or words, there are several ways in which you can help:

1. If a child misreads a word, stop him or her and say the correct word - although if it is a word which makes no difference to the meaning (for example 'home' instead of 'house' or 'water' instead of 'sea'), it is usually best to ignore it. Give them as much guidance as you feel necessary to keep the flow of the story and maintain interest.
2. If they pause at the word, tell them to leave it and read the rest of the sentence. Now ask what word they think would make the sentence make sense.
3. Encourage them to sound out the letters. For younger children this is likely to be on a letter-by-letter basis, for example c-a-t, whereas older children should be able to group sounds, for example ch-i-l-d.
4. Look at the pictures for clues.
5. If they still can't work out what the words says, tell them what it is. The most important thing is to maintain interest and confidence. and reward their effort with praise.

### How long should you spend with each child?

Again this will be directed by your teacher and will depend upon how many children they want you to concentrate on.

The period is likely to be shorter for younger and less able readers, perhaps around 10 minutes, to ensure that their interest is kept and to maintain their attention to the task. If you feel that a child is particularly reluctant to read on any occasion then don't force them to read for the full time, try reading sections to them or with them, or talking about the book with them instead. The most important thing to remember is that the time should be enjoyable for you both, not a battle, and all children have off-days.

For more able readers the period may be slightly longer as their stamina for reading has increased, perhaps around 15 minutes. This would allow time to read a few pages of a longer book and to discuss the text.

### Record keeping

The school keeps records of children's progress in reading. Some teachers might ask you to help with this by making notes when you hear children read. These notes might include the date, the title and author of the book, how long the reading lasted, how many pages were read and a brief comment about how the child got on.

<sup>9</sup>  
*Thank you for your help with hearing readers in school, we hope that you enjoy this time with the children. If there is anything else you want to know or discuss, please don't hesitate to ask one of the school staff.*