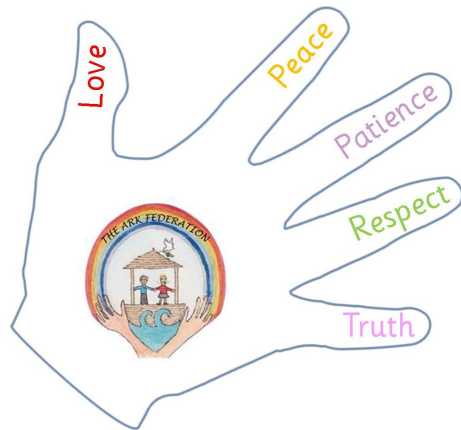


## ***Communication with the School***

It would be helpful if you could offer support at a regular time each week as the teacher can then plan activities to involve you within the lesson. If you are unable to help, please let us know as far in advance as possible.

## ***Our 5 Values***

Please treat all children equally remembering our aims of love, peace, patience, respect and truth which underpin all we do throughout our federation.



Finally, we hope you will enjoy your time working with us and the children - remember if you are ever unsure, just ask!

**Thank you for your time and support.**



## **Volunteers Handbook**

The governors and staff of The Ark Federation welcome you and thank you for enquiring about being/offering to be a volunteer helper in our school.

The aim of this leaflet is to support your role in school to make it an enjoyable and worthwhile experience for you, our children and our staff.

### ***Signing In and Out:***

All visitors must report to reception on arrival and sign the visitors log and collect a visitors badge in order that we know who is on the premises at any one time. Please sign out when you leave - this procedure is in place to meet fire regulations.

### ***Our School Day:***

Literacy and Numeracy tend to be taught in the mornings but sometimes may take place in the afternoons. Activities may be more varied in the Foundation areas. Children take part in learning activities both indoors and outdoors.

Examples of tasks that you may be asked to help with are:

- Art and Craft work
- Practical Maths
- Food activities
- Group reading or sharing a book with one child
- Visits to the local community or further afield to support learning and sporting activities.



Talk with the teacher about what you are being asked to do and tell him/her of any skills you have which you would like the opportunity to share. Activities are negotiable and you need to be comfortable with what you are being asked to do. The class teacher will explain what he/she would like you to do - don't be afraid to ask questions about anything you are unsure of.

### ***Safeguarding and Disclosures***

It is possible that a child may tell you (or try to tell you) things relating to some form of abuse. You cannot promise confidentiality (i.e. you must make it clear that you **will** have to tell someone), nor must you question the child. It is imperative that you pass the matter on immediately and do not discuss it with anyone else. We require all volunteers to read our 'School Visitor Safeguarding Guide' and sign our record to say they have done so.

If you have any concerns about the welfare of a child don't keep these to yourself. Either speak to the class teacher or with the Designated safeguarding leads - Miss Porter, Mr Evans or Mrs Teasdale.

### ***Health and Safety***

All volunteers are responsible for the health and safety of the children in their care. Please ask a member of staff on matters concerning health and safety especially if you observe a risk that needs action. Policies are available on request from the school office.

### ***PTFA***

We have an active and friendly PTFA but they could always use more help. Whether it's helping with the Christmas Fayre, Beer Blazer or summer BBQ, there's lots you can do. Please let us know if you'd like to be involved.

## ***Confidentiality***

As a volunteer you are in a position of mutual trust. It is important that you do not keep records of, or take information off school premises about pupil progress or attainment. The use of mobile phones, especially the taking of photographs without permission is also prohibited to safeguard our children.

Please do not talk about day-to-day happenings in school e.g. perceived misbehaviour of pupils, to friends or acquaintances. If other parents ask you questions about things or about a child (whether it be their own or another), please do not say anything but refer them to the class teacher or headteacher.

All these matters may seem quite harmless but sometimes information is misunderstood or misinterpreted which can result in parents becoming worried or anxious. Also, they may gain an inaccurate picture of what happens within our schools.

## ***DBS Checks***

We take the safeguarding and welfare of our children very seriously so all volunteers will be asked to undergo a disclosure and barring service check.

## ***Working with the Children***

- Always be confident about the task you are undertaking even though it may be new to you! Be positive and clear in your explanations.
- Be friendly with the children but not over familiar. It is important that the children give you the same amount of respect as other adults in the school. Encourage children to use your 'grown up' name, for example, Mrs Baker.
- Make positive comments about a pupil's work even when it may not be accurate. Encourage children and always show a genuine interest. Be a good listener.
- Questions are an important tool in learning. Use open ended questions such as: 'Why do you think ...? What other way could you think of ...? Could you have got the answer any other way? Explain to me how you ...?' Questions that ask children to reflect on their learning are also valuable. For example: 'What have you learned about ...? What have you done well? What do you think you can do to improve ...?'
- When you've finished working with a child it is good to reflect on how the activity has gone. Praise the children when they have done well with their learning and attitude. When they haven't done so well, use phrases like: 'Next week, you should think about ...' and 'I think it would help your learning if ...'

## ***Other General Points to Help***

- Our children understand what is acceptable behaviour and there is an expectation of good behaviour and mutual respect in our schools.
- Should any disputes arise, please refer to a member of staff as it is preferable that anything of this kind is not dealt with by a volunteer.
- Please avoid paying special attention to children you know very well or are related to. This can cause children embarrassment and can also become upsetting for children whose parents are not able to volunteer.

## ***Breaktimes***

You are welcome to use the staffroom at breaktimes however, you may also wish to spend time with the children. If you do go onto the playground, please let a member of staff on duty know that you are there. There are staff toilets that you are welcome to use.



## ***Collective Worship***

Collective worship takes place every day but not always at the same time. If you are in school at the time of our worship, you are warmly invited to join us. Please speak to a member of staff if you are interested in participating so that they can inform the teacher leading the service and confirm the time of the act of worship.

## ***First Aid***

We have several qualified first aiders in school who are on hand to deal with any first aid treatment. We ask that volunteers do not administer first aid of any kind. If a child requires first aid, please see a member of staff.

## ***Fire Regulations***

In the instance of a fire drill you will hear a continuous alarm. Please leave by the nearest exit - this will usually be the classroom door - and follow the lead of the class teacher. Please encourage children to move quietly and without panic to our identified assembly point which is on the bottom playground.

