

What to do if things go wrong

Whilst we would always hope that things go well for you, there may be a time when you feel a little disappointed in the way your time in school has gone. If this is the case, we would want to know; please feel that you can approach any member of staff to discuss your concerns. Please do not let 'little niggles' become major concerns.

Your security

If possible, please do not bring items of any value with you to school. Should however you need to do this, valuables can be looked after in the school office. We take no responsibility for any losses.

Mobile phones

When working with children, mobile phones should either be switched off or turned to 'silent.' No mobile phone should be used for personal reasons apart from in the staffroom.

Now for the official bit...

Safeguarding

Curdridge Primary School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect staff and volunteers to share this commitment. Depending upon the frequency and nature of your volunteer work, you will be asked to undertake either a DBS check. The school will use the County's 'Frequency and Intensity' test to determine which check is the most appropriate for your situation.

Health and safety

The school will provide you with a leaflet 'Health and Safety for Visitors and Contractors' which gives you details of the school's Health and Safety procedures; please take the time to read it. If you see or hear something that causes you concerns, please speak to the Headteacher or member of staff.

Child Protection

The school will also provide you with paperwork giving guidance on Child Protection procedures; please take the time to read it. The Headteacher and Deputy Headteacher are our Designated Safeguarding Leads.

If you see or hear something that causes you concern, please speak to the Headteacher or member of staff. Should you feel concerned about anything that another adult says or does, please raise the matter with the Headteacher.

Our Child Protection Policy is available on request.

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that you may have about the children you work with or come into contact with should be voiced with the classteacher and NOT with the parents of that child or persons outside school.

Please remember that comments regarding a child's behaviour or learning can be highly sensitive and if taken out of context can cause distress to the parents of the child if they hear about issues through a third party rather than directly from school.



Supporting Learning at Curdridge Primary School



Information for Volunteers

'Working together'

Firstly a huge THANK YOU for volunteering your time to help support learning at Curdridge Primary School. We want you to feel happy and prepared in carrying out this role and hope this leaflet gives you some useful advice to help you.

The role of the classroom volunteer

You are important to us... classroom helpers make a big difference to a child's learning; research has shown that having a parent who volunteers improves a child's experience of school. It is also a great way to get 'behind the scenes' and see what the 'school experience' is like for children and staff. We are grateful for your offer of help whether you are able to volunteer regularly or on an occasional basis.

Tasks you may be asked to do:

- ◆ listening to children read
- ◆ art or DT activity
- ◆ using the library with children
- ◆ preparing resources
- ◆ supporting the class on a school visit or walk in the local area
- ◆ any other task that you have previously discussed with the teacher.

What to expect from the staff

Staff will make you feel welcome by giving you a tour of the school. Time will also be spent talking through an activity with you and giving you guidance on what to expect in terms of the outcome. Always ask questions if you are unsure what is expected of both you and the children working with you.

Behaviour expectations

At Curdridge Primary School we firmly believe that:

- ◆ children have the right to attend a school in which learning takes place without disruption from other children
- ◆ teachers have a right to teach

We expect high standards of conduct which will enable children to gain the most from the educational opportunities given to them.

We expect children to:

- ◆ behave in a sensible and appropriate manner in a variety of situations
- ◆ treat everyone and everything with respect
- ◆ move around the school building and grounds safely, with care and consideration
- ◆ work and play together safely and happily
- ◆ consider the feelings and needs of others
- ◆ take responsibility for their actions
- ◆ be polite and courteous to one another, staff and visitors to the school
- ◆ behave in a sensible and appropriate manner during off-site activities.

We believe that praise, encouragement, positive actions and rewards best promote good behaviour. A fair and consistent approach is essential.

(Taken from the school's Behaviour Policy; a copy is available on request.)

Rewards and sanctions

We want you to be comfortable in praising children for their efforts; we use a wide range of rewards across school. As a volunteer the most appropriate rewards that you can give are:

- ◆ praise (verbal and non-verbal e.g. thumbs up or 'well done!')
- ◆ stickers—every child loves stickers! (teachers should be able to provide these for you)
- ◆ talking to the classteacher about the child's attitude/work etc.

As a school we also use a range of sanctions across the school. As a volunteer the most appropriate sanctions that you can use are:

- ◆ warning (verbal and non-verbal e.g. shake of the head/disappointed look or 'please stop doing that')
- ◆ reminder of expectations
- ◆ speaking to the classteacher, during or at the end of the session.

Please remember not to put yourself in an 'awkward' position. Should you see any child in distress or you are unsure of what to do, please find a member of the school staff to help you or to deal with the situation.