

## HELPERS ARE VERY WELCOME IN OUR SCHOOL

At St. John's we are committed to providing the best possible education for our children. In order to maximise their learning opportunities, it is sometimes necessary, and indeed preferable, to work with small groups of children. Volunteer helpers enable us to focus on individual children, or small groups of children, targeting their specific needs.

A well-run educational environment conducive to learning is dependent upon an effective partnership between all adults working in the classroom. To this end the teachers are the leaders and organisers and will always line manage any adults working alongside them. The following points will be a useful guide to appropriate conduct, in and outside the classroom, and ensure that your time in our school is a safe and happy one:

- The teacher will provide instructions to all helpers, making the expectations for the class trip clear. If you are not sure of what you have to do please seek clarification before the trip commences.
- The children are expected to conduct themselves in a polite and orderly manner, at all times. If there are any issues with individual children's conduct or behaviour please report these at once to the teacher, as they occur- do not wait until the end of the trip. The teacher will take immediate and appropriate action to resolve the situation.
- The helper is expected to be a good role-model to the children. Smiling and speaking politely is essential.
- Children will respond best when they are encouraged to take responsibility for their learning and good behaviour- to 'have a go' and answer questions, and to be praised for their efforts, irrespective of whether their answer is right or wrong.
- At all times, helpers need to be mindful of fairness- each child in their group needs to receive equal attention and

instruction and be encouraged to ask questions and seek reassurance

- It is sometimes necessary on a trip for children to be divided into small groups- each group under the supervision of an adult. Volunteers must ensure that they remain contactable at all times (by giving the teacher their mobile number); this is especially important if they are taking a group around by themselves and therefore away from the teacher.
- Volunteers must never take their group outside the building they are in- nor even to the shop or the café- unless the teacher has given permission.
- Volunteers must ensure that they do not buy food, drinks or any other gifts for the children in their group, in the interest of fairness for all, and to ensure that children with allergies are not at risk. Children must be discouraged from sharing packed lunches for the same health reasons.
- Children must be accompanied at all times and their well-being is the responsibility of the adult in charge of their group. As such, therefore, children must never be allowed to go anywhere unaccompanied; if a child wants to go to the toilet then the whole group must go with them.
- Volunteers must not take photographs of the children in their group unless the class teacher has expressly asked them to do so and has provided the means to make this possible. It is not permissible to take photographs on mobile phones.
- If a child in the group becomes unwell, or hurt, whilst in the care of the volunteer, then the class teacher or the teaching assistant must be informed *immediately*. The volunteer and the rest of the group must remain with the child in a safe place until a member of staff is in attendance.
- It is a great responsibility to look after a group of children- one that should not be taken lightly. We therefore ask every volunteer to be vigilant and attentive, and to ensure that the well-being of the children is their greatest priority.

## **IMPORTANT DOCUMENTATION**

It is **crucial** and **essential** that all volunteers take time to read the 'Safeguarding & Child Protection', 'Behaviour Management' and 'Confidentiality' policies (written especially for volunteer helpers), and sign the Confidentiality Agreement.

- All helpers who have unsupervised access to children on a regular basis **MUST** be DBS checked through Barnet Local Authority. Forms are available from the school secretary. You must fill in the necessary forms and submit them, together with the required documentation as advised. Without this clearance you cannot be a regular helper in our school.
- All adults who accompany a class on a school trip, *on a one-off basis*, do not need to be DBS checked.
- All adults are expected to conduct themselves in an appropriate manner so that they do not bring suspicion upon themselves, or raise concerns of a safeguarding nature.
- At all times the school's 'Behaviour Policy' must be adhered to. Only the class teacher may reprimand the children if this proves necessary, and all matters, no matter how trivial they may seem, must be referred. At no point can any adult act in a way that may cause physical harm to the child.
- If a child should make a disclosure of a safeguarding nature, then the class teacher must be immediately notified so that the correct safeguarding procedures can be followed. At no point can the child be questioned about their disclosure, even if merely to seek clarification.

**Once a volunteer agrees to help in our school, they are bound by the 'Volunteer Confidentiality Agreement' that they sign, which states that at no point can the progress or conduct of individual children be discussed with anyone other than school staff. This is binding and any breach will be referred to the Head Teacher.**

## Information for Volunteers in School

class trip

class helpers

A guide to outline expectations when accompanying classes on trips outside of school.

**VOLUNTEER AGREEMENT**

between the volunteer helper and the school. Once this has been signed it is binding and any breach will be referred to the Head Teacher.

I \_\_\_\_\_ have read and understood the information given in the document ‘Information for Volunteers in School’.

I have read the following school policies for class trip volunteer helpers: Safeguarding and Child Protection, Confidentiality and Behaviour Management.

I am fully aware that I cannot share any information about children with anyone other than school staff,

I am answerable to the class teacher in the first instance and will ensure that I follow the instructions I am given.

Any issues of a Safeguarding & Child Protection, or Health and Safety, nature will be reported to the class teacher immediately.

Anything that a child may share with me (that is not a safeguarding issue) is bound by the confidentiality of the class and as such will not be repeated out of the school environment.

I am fair minded and acknowledge the need to treat adults and children with respect, and will not discriminate between them, irrespective of their gender, race, ethnicity or sexuality.

I respect and support the ethos of the school and will endeavour to follow the policies and procedures that it promotes.

Signatures: \_\_\_\_\_  
volunteer Deputy Head

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