

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 classroom conduct 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 lesson clear. If you are not sure of what you have to do please seek clarification before you set about the task.
- 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 learning or behaviour please report these at once to the teacher- do not wait until the end of the lesson. 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- to 'have a go' 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 the group needs to receive equal attention and

instruction and be encouraged to ask questions and seek reassurance

- We appreciate that children need to be guided and supported throughout their task; they need sufficient help to be able to work out the answers for themselves. However, it is important that helpers make a point of informing the teacher if a child is unable to display an acceptable level of independence- the work may be too difficult.
- Please date and initial any work that is supported by you.
- Familiarise yourself with the class reward scheme and use it to motivate children and to reward good work, effort and behaviour. All children are worthy of praise and reward irrespective of their academic ability.
- At the end of the session ensure that all equipment and books are packed away- the children are able to take on responsible roles and are expected to help in any way they can.
- Children must have the appropriate equipment needed to carry out their tasks. They must not handle dangerous items that can cause injury. Any equipment necessary must be carefully shown to the children and the correct health and safety rules followed.
- If a child becomes unwell whilst in your care, then the class teacher or the teaching assistant must be informed immediately. Please do not take the child away unless the teacher has instructed you to do so as there are procedures that will need to be followed.
- Occasionally it is possible that the class teacher will ask for assistance to prepare for a lesson, or for help to set up the classroom in a particular way. It is important for all helpers to be flexible and amenable on these occasions.

We hope you enjoy helping in our school. We are extremely grateful for your assistance.

FIRE EVACUATION, and SAFEGUARDING & CHILD PROTECTION

This is **crucial** and **essential** and all volunteers must undertake the requirements and expectations of the guidelines as set out in our 'Fire Evacuation' and 'Safeguarding & Child Protection' policies (you will need to read these documents along with 'Behaviour Management' and 'Confidentiality' policies, written especially for volunteer helpers).

- All helpers who have unsupervised access to children **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 helper in our school.
- For the safety of both the children and yourself, you must not be unsupervised with the children unless the DBS check has been completed.
- 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 takes up a position 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

reading helpers

student helpers

classroom helpers

A guide to outline Classroom Expectations, Behaviour Management, Fire Evacuation, Confidentiality, Safeguarding & Child Protection issues.

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 volunteer helpers: Safeguarding and Child Protection, Fire Evacuation, 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 in lessons (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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