



Guidance For Volunteers at St Paul's CE Primary School

We warmly welcome voluntary help in school, from parents or other adults. Adults can voluntarily work in our school in a number of ways: regular support in class or with a group of children; support for readers; running of school clubs; help with the libraries; help with ICT, music or similar; occasional support of school trips.

The following notes are designed to support volunteers as they work in the school.



DBS check

All adults who work with children in school in an unsupervised capacity have to have had DBS clearance. This is for child protection purposes. The school bursar, Mrs Pellman, is responsible for ensuring that these procedures are completed satisfactorily. The cost of this check is rising and we would be grateful for a contribution from parents towards this cost.

Safety in School

Please sign in when you come into school; in the case of fire or any emergency we need a record of those in the school.

In the event of fire or a fire drill please proceed to the nearest fire door and make your way to the playground near Year R, where the whole school will assemble.

Confidentiality

Please remember that you should not talk to other parents about the ability or behaviour of children that you work with in school. This is the role of the class teacher. It can cause a great deal of hurt and confusion to parents if other adults make comments.

Reading with children

Please ask the teacher for guidance regarding the expectations for the group of children you support with reading. Please take time to talk about the book and ask questions about what the child is reading. If a child struggles with a word then tell them the word; at the end of the session return to any unknown words and check that they have remembered the new word/s. If a child is not able to read 95% of the words in the book they have read then it is too hard for individual reading and you should alert the teacher that they have struggled.

Supporting in class

If you have a particular skill that may be useful in a class please tell the class teacher. If you are asked to come to talk about a particular skill/subject please ask the teacher for clear guidance regarding what is wanted and the length of time your talk should last.

Teachers welcome regular support from volunteers in class. Again please ask the teacher for guidance for your role within the class. This could be helping with craft activities, ICT, outdoor learning or similar.

Safety on School Trips

All school trips will have had a risk assessment. Adult volunteers on school trips are used to ensure that we comply with the enhanced adult to child ratio for school trips/or to reduce even further the number of children to adults in a group. It is therefore important that adults read the guidance given by teachers for the trips, support children in the activities they do and are vigilant at all times. Regular checking of correct number of children in the assigned group is essential. Please ask the teacher to identify any child who is in your group who may have any additional needs that require extra support from you, and that they have explained the best way that this support can be given.

School Library

We always need more parents who could spare an hour a week to support the work of the library. There are a range of tasks including: entering new books onto the computer, stamping books with the school stamp, tidying areas and arranging displays.

Tea or coffee

There is a small kitchen off the main school hall. Parents are welcome to make tea or coffee there if they are working in school for a length of time. Please ask the office about using this. A voluntary contribution of 20p for this is asked. Please do not drink hot drinks when working with the children or take any drinks in the ICT suite.

School Clubs

If you are running a sport's club please liaise with Mrs Stowell re safety procedures and safe practices in the sport you are running. Please wear trainers and suitable clothing for such clubs.

If you would like to offer a voluntary club please speak to Mr Catchpole about this so we can ensure there is space and the appropriate support.

Thank you for helping us at school. Your help does make a difference.