

Stivichall Primary School



Volunteer Handbook

September 2015

Learning at Stivichall is a passport for life

Welcome to Stivichall Primary School

Information to help the volunteers in our school

Thank you for your interest in volunteering in our school.

Volunteering can take many forms and we appreciate the help our volunteers give us in supporting the learning of the children at our school. We value our volunteers and we hope that your time at our school will be an enjoyable experience for you and that you will feel part of our school during your time here. The children enjoy the time they spend with our volunteers and it is really important to them.

We have produced this guide to help you feel comfortable when working in school and we hope that you will also feel comfortable to ask any questions as they arise.

The points of contact within the school are as follows:

- The class teacher you work with
- School Office - Mrs Jayne Davies, School Business Manager
- Head Teacher, Mrs Karen Ferguson
- Deputy Head Teacher, Mr Ed O'Hara

Safeguarding

Stivichall School is committed to safeguarding pupils and we expect our volunteers to share our commitment to keeping every child safe. Jobs like first aid or taking children to the toilet will always be done by members of staff. If a child tells you something ('discloses') regarding their safety at home or at school, please take the time to listen carefully to them and report exactly what they have said to the Head Teacher or Deputy Head Teacher as soon as possible.

Our Philosophy

At Stivichall, we believe that school should be a happy place where children and staff find learning exciting and challenging. Our curriculum is broad and rich and is designed to meet the needs of the pupils at this school. The curriculum is well resourced and we are committed to the use of ICT to support all areas of learning.

Contact details:

Stivichall Primary School

Coat of Arms Bridge Road

Coventry

CV3 6PY

Telephone: 024 76419 555

Fax: 024 76690 291

E Mail: adminstaff@stivichall.coventry.sch.uk

School session times:

	The School Day
Reception	9.00 - 11.45 Morning
	11.45 - 12.50 Lunchtime
	12.50 - 3.15 Afternoon
	This allows for morning and afternoon breaks
Key Stage 1	8.55 - 12.00 Morning
	12.00 - 1.00 Lunchtime
	1.00 - 3.20 Afternoon
	This allows for morning and afternoon breaks
Key Stage 2	8.55 - 12.15 Morning
	12.15 - 1.15 Lunchtime
	1.15 - 3.20 Afternoon
	This allows for a morning break

Guidance on fire drill procedure:

When the fire alarm rings, please follow the following procedure:

- Leave the classroom or work area by the nearest exit
- Encourage the children to leave quietly without panic
- The office will take out registers to the playground muster points
- Go to the Fire Marshall (adult wearing a high visibility jacket) so they can register you

Guidelines for volunteers in school:

We know that most of our volunteers will be parents, grandparents, or relatives, but not all are, so in the guidelines we will call you all volunteers.

There are 2 main ways of helping:

- Occasional support e.g. sports events and school trips. These are individual events that generally volunteers only commit themselves to 1-2 occasions.
- Regular support is where parents/volunteers offer regular weekly support to school for a period of time. Usually the commitment will be for a term or longer, and will consist of 1-2 weekly timetabled sessions.

We recognise that our volunteers can have a huge impact on the learning of our pupils by working alongside us, so we always welcome volunteers into our school.

What procedures do I need to follow to help in school?

Any adult volunteer wanting to help in school will need to come to the office and express their interest. The office will then pass on the information to the Head Teacher and Deputy Head Teacher who will then contact you.

If you want to help on a regular basis, you will need to apply for a DBS check. Please talk to the office about this. We will require photographic proof of identity, and proof of address. This measure is in place to safeguard our children. Safety is at the heart of our care for all children and it is very important we know who is on the school premises and where they are. We ask every adult who comes into school to report to the office and sign in, at which point they will be issued with a visitors pass. We ask that when you sign out, the visitors badge is returned to the office.

Where will I be working?

You will usually work in a specific class, year group, or with certain children. This would not normally be with your own child. This allows you to build up a relationship with the class teacher and the children.

Volunteers often utilise their skills and help in a curriculum area such as Art or ICT (Computing), but lots of volunteers will help with reading. If you offer help with a school trip, then you will usually work with your child's class.

Please let us know if you have a skill or interest in certain areas that you would be willing to share with others.

How much time must I give?

It's up to you! We appreciate all the time you offer. Some volunteers prefer to have a regular time each week for a term, some prefer to arrange to help where they can spare the time (e.g. school trips, walking children to and from events, special activities and/or visits).

All we ask is that you let us know if you have made an arrangement with the school, but then can't come. In this event, please do give us a call so that we can avoid disappointing the children. Your work in

school is valuable and the teacher may have been counting on your help with an activity that cannot go ahead without you.

How will I be expected to help?

There are many ways in which you can help us when you are in school. The teacher you are working alongside will give you clear instructions, but please do not hesitate to ask if you are unsure about anything.

If you are asked to go on a school visit, the class teacher will give you instructions about the visit at a meeting just before the trip.

Where can I go in school?

As a volunteer you will be expected to work with the teacher(s) that you have decided to help. You will be sharing the classroom with the teacher concerned. The teacher will be your first port of call and if you are in any doubt about your role, where you should be working, or you have questions about the school, please ask your teacher.

You are welcome to use the staff room to either have a break or make yourself a drink at playtimes. There are cups in the cupboard, coffee, tea and sugar on the side, water in the large heaters on the wall and milk in the fridge. Hot drinks are only allowed in the main school if they are in a safety cup. You can use the toilets that staff use and we request that adults do not use the children's toilets.

Confidentiality:

We expect all our volunteers to abide by the same code of confidentiality as the teachers. Anything you hear or see in school is confidential and should not be discussed outside of school. You may be working with children who have specific difficulties and that will be explained to you, but of course this information is confidential.

What rules are children expected to follow?

We have high expectations of achievement and behaviour.

The school's vision highlights our ethos and values which can be found on the website or school prospectus.

The children follow the Golden Rules and has a positive behaviour system used by all members of staff as outlined in our Behaviour Policy.

As a volunteer you will not be required to manage behaviour, but the children do enjoy verbal praise for good learning and behaviour from ALL adults. The children can be sent to the class teacher for a sticker, House Point etc.

What do I do if I see something that concerns me?

It is very important you share any concerns firstly with the class teacher. What you have seen or heard may be part of a bigger picture and need investigating further. If the class teacher is not available, go to the office and ask to speak to an Assistant Head or Deputy Head.

We have well defined procedures for informing parents of what has happened whilst the children are in school. Please do not be tempted to relay anything you have seen or heard in the classroom to other parents. If you are asked by another parent about their child please refer them to the class teacher.

We need to be assured that you will exercise total discretion in all respects when you are helping in school. We expect all members of the school community to be polite, courteous and self-disciplined and show respect. Pupils watch us and follow our example. These same rules apply to staff, children and volunteers working in school.

Always keep yourself safe. Never handle a child in a disciplinary way.

What medical or accident procedures must I follow?

We have qualified first aiders in school to deal with 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. If you are injured whilst on the school site, please report this immediately to the office. In the event of an emergency, each class has a card with a red helping hand which must be taken to the nearest class adult or office. If you are responding to an emergency yourself, please stay with the child and send another child to fetch a member of staff.

Am I insured whilst in school?

You will be insured for the same activities as teachers.

If you follow the school guidelines you will be covered for most occurrences.

What work should I not undertake?

You will not be given any activity which is not safe for you to undertake. If you are given a task to do and are having difficulties, whatever the reason, please speak to your class teacher. We don't want you to struggle with anything - we want you to enjoy your time in school.

Finally we would like to thank you for volunteering at Stivichall School. We regard you as a member of our team ... together we make a great team!