

Orchard Community Primary School



Volunteer & Parent Helpers'
Induction Booklet & Agreement
2023-24

Welcome to Orchard Primary School

Thank you for your interest in volunteering at our school. We are aware that your time is very valuable and we appreciate the help that all our volunteers give in supporting the work of the school.

We want you to enjoy your time with us; we have produced this guide to make sure you feel comfortable and well supported. There is a lot of information here, but please don't hesitate to ask questions if you are unsure about anything.

Prior to volunteering with us in the school, all volunteers/parent helpers must:

- Have Enhanced Disclosure and Barring Service Clearance (DBS Check)
- Attend an induction meeting with the class teacher and/or a member of the school's Senior Leadership Team
- Sign our volunteers agreement as an acceptance and to confirm understanding of the agreement.

Personal & Professional Conduct

Volunteers working at Orchard Primary School are expected to demonstrate consistently high standards of personal conduct. The following statements define the behaviour and attitudes which set the required standard for conduct at Orchard Primary School.

- Treating children and staff with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the volunteer position.
- Having a regard for the need to safeguard children's well-being, in accordance with statutory provisions.
- Showing tolerance for the rights of others.
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- Ensuring that personal beliefs are not expressed in ways which exploit children's vulnerability or might lead them to break the law.

Arranging your Visit

The date and times of your visits should be arranged in advance with a member of staff. If you are ever unable to help as arranged, please ring the school to let us know as soon as possible. We know that some parents/carers can only help on an occasional basis; all help is very much appreciated.

Parents with Pre School Children

Unfortunately we are unable to accept any offers of help in school if it would mean a pre-school child would also need to attend.

Signing In and Out

It is important for security and fire regulations that all volunteers working in the school can be identified and located at all times. We ask you to follow this simple routine every time you visit the school:

- Only enter the school via the front entrance
- Report to Reception, sign the visitors book and collect a visitors badge from the school office
- Find your link staff member to let them know you have arrived, and to tell them where you will be working;
- When you have finished, please return your badge to the office and sign out

Your Role in School

You will usually be operating under the direction of the class teacher and that person will be your first point of contact for information and advice. The activity taking place will be the responsibility of the class teacher. Your role is to support the teacher in the interests of the children even though this may, at times, involve you not being in the classroom (e.g. listening to children reading in the bay area or tidying the library).

School and Class Expectations

Each class follows 'The Golden Rules' which are displayed around school and in classrooms. However, you must not feel responsible for managing a pupil's behaviour beyond making a reasonable attempt to help the child focus on their task.

- If a child is overenthusiastic and silly, ask them politely to settle down to help them and others concentrate.
- If a child is not engaging at all with their work, remind them of the purpose of the activity and that you are there to help them.
- If your reasonable attempts to help the child engage with their task are not working, use a final reminder, for example, 'If you can't settle down you will have to go back to see your teacher.'
- If you have any serious concerns at all about a child's behaviour, ask the child to return to class and explain to their teacher why they have been sent back or go and get help from a member of staff immediately.

We endeavour to maintain a positive environment within the school at all times, and as part of this ethos, reward systems and stickers are used to reinforce positive behaviour. Please feel free to use these incentives to reward positive behaviour.

Working with the children

- Always be confident about the task you are undertaking, even though it may be new to you! Be positive and clear in your explanations.
- Be friendly with the children, but not over familiar. Some children can take advantage. It is important that the children give you the same amount of respect as other adults in the school. Expect children to use your 'grown up' name, for example Mrs Smith.
- Make positive comments about a pupil's work, even when it may not be accurate. Encourage children and always show a genuine interest. Be a good listener. Some children lack adults to talk to and will enjoy chatting to you at length!
- Questions are an important tool in learning. Use open-ended questions such as: Why do you think..? What other way could you think of...? Could you have got the answer any other way...? Explain to me how you..?

... questions that ask children to make a judgement on their work are also valuable, for example: Is this the best you could have done? What do you think you can do to improve it?

- When you have finished working with a child it is good to reflect on how the activity has gone. Praise the children when they have done well with their learning and attitude; when they haven't done so well use phrases like, 'Next week you should think about...' and 'I think it would help your learning if...

Confidentiality

It is **very important** that anyone working in the school is aware of the necessity for **total confidentiality** regarding any information learned about any individual – child or adult. We would therefore ask you to treat anything you hear or see in school as such. Some things that happen in school or are discussed between staff are of a sensitive nature and we would ask you to be respectful of everyone in the school community. Any conversation with parents outside school, or posting confidential information on Social Media is a breach of the school's confidence therefore.

If you are approached for specific information by a parent, you should refer them to the class teacher or the Headteacher. We appreciate your support in this matter.

First Aid

We have several qualified first aiders in school who are on hand to deal with any 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.

Health and Safety

All helpers are responsible for the health and safety of the children in their care. If you observe a risk that needs action please speak to a member of staff.

Fire Regulations

In the instance of a fire drill, you will hear a continuous ringing of the fire alarm. You should vacate the school using the nearest exit – all fire exits are clearly labelled. This will usually be the classroom door or the front door if you are working in the inner reception area. Please follow the lead of the class teacher if in class and encourage the children to move quietly and without panic to the registration area/muster point (KS1 playground). Do not enter the building until instructed to do so.

Safeguarding/Child Protection and Disclosures

If you observe or hear something which may indicate that a child is being mis-treated within school or outside school, there are specific procedures to follow:

- Listen to the child and do not interrupt him/her
- Do not ask any leading questions
- Do not promise that you will keep it a secret (i.e. you must make it clear to the child that you **will** have to tell someone)
- If you have any concerns at all about the welfare of a child please don't keep these to yourself. You have a duty to report any issues regarding child protection. Go immediately and directly to the Designated Safeguarding Lead (DSL) to inform them of what the child has said - Mrs Shields - or in her absence, Mr Patching, Mrs Daft or Mr Cooper, who are the Deputy Safeguarding Leads.
- As soon as possible, write down what the child has told you in his/her words.
- RECORD – DATE – SIGN and hand the record over to a DSL.
- Do not speak with anyone else about what the child has disclosed to you.

Please refer to the Safeguarding Policy for detailed information.

Safe Practice

To protect the children you are helping, and yourself from any false accusation, follow these simple steps:

- Only work in public areas such as classrooms, corridors and the reception foyer – not behind ‘closed doors’.
- Try to work in close proximity to the class teacher, or to where other volunteers or staff members are working.
- Avoid any physical contact with the children.
- Try to ensure that your conversation with children is friendly but not over-familiar.
- Never accompany children into the toilets.
- Please don't use your mobile phone or camera inside school, when working with children - the use of mobile phones in school is prohibited. If you need to make a phone call from your mobile you must do so in the staffroom or outside the school.
- Volunteers should not give their personal mobile phone numbers to pupils, nor should they communicate with them by text message, social networking sites or personal email.
- Avoid any conduct which would lead any reasonable person to question your motivation and intentions or your suitability to work in the vicinity of children.

Tasks When Volunteering in School

- Hearing a child read
- Helping individual children with specific tasks
- Reading to a group
- Working in the IT suite
- Painting and Craft Work
- Cooking
- Gardening
- Changing reading books and recording both the child's record book and the teacher's file
- Keeping reading books and library books in good repair/tidying shelves
- Photocopying and laminating
- Sharpening pencils
- Filing children's work
- General tidying and sorting resources and teaching areas
- Helping out at special events e.g. the Christmas Performance

Communication with the School

It would be helpful if you could support at a regular time each week as the teacher can then plan activities to involve you within the lesson. If you are unable to help, please let the school office or class teacher know as far in advance as possible.

Smoking

To promote a healthy and pleasant working environment and because of the fire risk, smoking (in any form, including the use of e-cigarettes) is not allowed anywhere on site.

Other information:

Where can I park? If you drive to school, please park on the road as the staff car park is very well used, and also provides fire access to the playground area.

Where can I leave my belongings? When working in school, it is advisable to keep personal belongings and valuables with you.

Where will I work? Most volunteers work in the link staff member's classroom or in the general foyer area. If you need to visit other classrooms (for example, to collect children for reading), please be as discreet as possible while lessons are taking place.

Comfort Breaks - At break times we want you to feel relaxed and comfortable and therefore you are welcome to use the staffroom for somewhere to sit and have refreshments. However, please be mindful that the staffroom is for all of the school staff and should be a place where staff can relax. General school information will be displayed on the walls and the whiteboard. Such matters and any discussions with staff should be treated with confidentiality.

You may prefer to use the playground to get a breath of fresh air, or alternatively you could sit in the classroom where you have been based. There are staff toilets which you are welcome to use.

The School Day

- Arrival Window: Children filter into class between 8.35am-8.45am via the KS1 playground, KS2 playground or Lower KS2 verandah doors
- Morning registration: 8.45 am (Gates are locked at 8.50 am.)
- Assembly: 8.50-9.15 am (Mon-Thurs)
- Break-time: KS1 & Lower KS2 10.25 am-10.40am; Upper KS2 10.40 am-10.55am
- Lunch-time: EYFS 11.40 am; KS1 11.50am; KS2 12.00 pm
- Afternoon registration: EYFS & KS1 12.50pm; KS2 1.00 pm
- School ends: EYFS & KS1 3.05pm; KS2 3.15 pm

School Details

Grange Drive
Castle Donington
Derbyshire
DE74 2QU
Telephone: 01332 810078 / FAX 01332 810078

e-mail school@orchard.leics.sch.uk

Headteacher: Mrs Fiona Shields

fshields@orchard.leics.sch.uk

And Finally...

Thank you for your time and support.

We hope you will enjoy being part of our team, and have a happy and fulfilling time with us.

Orchard Community Primary School



VOLUNTEER AGREEMENT

Volunteer's Details

FULL NAME _____

CHILDS NAME: _____ CLASS _____

CONTACT NUMBER: _____ EMAIL: _____

VOLUNTEER START DATE: _____ BRIEFING DATE: _____

CLASS TEACHER/YEAR GROUP RESPONSIBLE _____

DAY/TIMES OF VISIT: _____

DUTIES/TASKS TO BE UNDERTAKEN: _____

TRAINING NEEDS IDENTIFIED: _____

DBS REQUEST FROM SBMITTED: YES NO DATE SUBMITTED: _____

INDUCTION SUBJECTS COVERED

Signing in and out	Identification/CRB checks	Code of Conduct
Health & Safety	Fire Procedures	First Aid/Accidents
Safeguarding	Promotion of positive Behaviour	Confidentiality

Declaration:

I understand that this booklet forms part of the school's induction process and confirm that any specific issues relating to my work have been discussed prior to starting.

- I have received a copy of the School's Volunteer Policy & Induction Booklet and take notice of the requirements
- I agree to support the School's Aims and Core Values
- I agree to treat information I learn from being a volunteer in school as confidential.
- I understand that any breach of these guidelines will result in my voluntary work being terminated and may be subject to the Schools safeguarding procedures

Signed: _____

Date: _____

Induction given by & approved on behalf of the school _____

Position _____

Date _____

Please read this Volunteer Agreement prior to your induction meeting, then sign and return the form to the school.