

# Larkswood

Primary Academy *Putting Children First*



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Volunteer Helpers & Students Policy.	Separate Document

*We warmly welcome you to our Academy, thank you for your offer of support.*

## *It is greatly appreciated*

The Academy acknowledges the immense educational and social benefits from the voluntary help given by parents and others in the community.

We actively encourage good relationships between school, home and the community.

**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 member of the schools Senior Leadership team.
- Sign our volunteers agreement as an acceptance and to confirm understanding of the agreement.

Depending on the nature of work to be carried out and on the needs of the volunteer, specific training may also need to be organised prior to commencement.

## *Every Visit:*

- *Please ensure you sign in and out and report to reception on arrival and departure.*
- *Please ensure you wear your visitors badge at all times when in the school*

## Introduction

Thank you for volunteering to help at our Academy. Volunteer helpers are an important part of children's education. Whether you are listening to readers, helping with practical activities, assisting on a school trip, running a club or undertaking work experience the contribution you make broadens and improves the opportunities for the children in our school.

Your involvement also helps to reinforce the importance of school life for children when they see adults other than the staff.

## Aims and Objectives of our Volunteer Programme

1. To welcome volunteers into the school as part of the community.
2. To recruit volunteers to support the children's learning.
3. To develop skills required to help children within the classroom context.
4. To screen all volunteers.
5. To provide information about the school for volunteers.

The school positively welcomes the support and interest of all members of the community and everyone in the school values the contribution made by volunteers.

## School Life Values

Larkwood Primary Academy is a values led school. Our policies and procedures along with daily systems and structures reflect our strong ethos of 'no harm to others'.

**We expect everyone in our school community to display our values.**



## Code of Conduct

When working in a school environment the following must be observed:

1. *Volunteers must be suitably dressed as appropriate to the job.*
2. *Be aware of children and other adults at all times. Take care with how you look and sound. (There must be no offensive language)*
3. *Mobile phones must not be used in school. Please ensure you turn your phone off when in school. If you need to make a phone call you must do so in the staff room or outside the school building*
4. *The use of radios, CDs and personal stereos is strictly prohibited during school hours.*

Anyone behaving in an improper manner or found to be under the influence of alcohol or drugs will be asked to leave the site.

## Getting Started

We appreciate your offer of help, however, before we are able to welcome you into the school we need to undertake a police check, called a DBS. The request form for this check to be carried out is available from the school office and attached to this booklet (Appendix B). To support your DBS application, you will also need to provide us with proof of your identity to accompany your application (i.e.: passport, driving licence and utility bill). After receiving your DBS request form and verifying your ID we will submit an online application that you will need to confirm via email. Each check takes about 3 weeks to clear. Unfortunately, you will not be able to volunteer with us until clearance is received.

When your DBS clearance is received you will need to attend an induction meeting with the class teacher and/or member of senior leadership team. You will be asked to read our Volunteers Agreement and Safeguarding Policy and to sign to confirm these documents have been read and understood.

Please remember these procedures are to keep our children safe.

## Arranging your Visit

The date and times of your visits should be arranged in advance with a member of staff usually the head of year or a member of the schools leadership team. 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. School Policy is that parents will not be working in the same class as their child. However parents will be able to accompany their child's class when volunteering for a school trip. We may also call upon your assistance to accompany other year groups on external visits

When you arrive, please always enter via the main entrance and report to reception. **You must sign in and collect a visitors badge.**

## 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.

## Your Role in School

You will usually be operating under the direction of the class teacher/head of year 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. The relationship between you and the teacher is extremely important and should be based on mutual respect.

The teacher is the professional and they will have made decisions about what is appropriate for the children. Your role is to support the teacher in the interests of the children even though this may, at times, involve you not being there (e.g library help or listening to children read).

## Working alongside school staff

School staff expect volunteer helpers to:

- Comply with all of the above whilst being under the direct line management of school staff.

- Show a commitment to their group, and not just one particular child asking questions that encourage children to think about the task and help to explain areas of interest.
- Follow guidance from the school staff.

### What is not permitted?

- Volunteer helpers are not allowed to re-organise school visit groups.
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices.
- Volunteer helpers are not permitted to take photographs of children.
- Volunteer helpers are not allowed to give/buy their group treats e.g. ice-creams, biscuits, sweets (some children have food allergies.)
- Volunteer helpers should not use their mobile phones whilst supervising children.
- Volunteers are expected to promote and follow the schools policies and codes of conduct at all times

### 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. Any conversation with parents outside school is a breach of the school's confidence. Even innocent comments could be misunderstood. It is therefore important to treat anything you hear or see in school with regards to particular children as being in absolute confidence and entirely a matter within the school. Questions from parents should always be referred to the class teacher or head of year.

### Safeguarding & Child Protection

If you observe or hear something which may indicate that a child is being mis-treated within school or outside school, it is your duty to report this immediately to the class teacher or member of the schools leadership team

**Any information that leads you to believe a child is at risk should be immediately reported to the one of our designated safeguarding leads**

All helpers/volunteers should avoid being with one child/children in isolation and out of sight of staff. Volunteers should always aim to be within close proximity to their class teacher/allocated manager within the school.

**The use of Mobile phones in school is prohibited.** Please ensure you turn you phone off when in school. If you need to make a phone call from your mobile phone you must do so in the staff room or outside the school

### Whilst on site adults should:

- ✓ recognise and accept their responsibilities in relation to safeguarding within the context of their role on site and be aware that sanctions will be applied if any provisions are breached
- ✓ take responsibility for their own actions and behaviour
- ✓ avoid any conduct which would lead any reasonable person to question their motivation and intentions or their suitability to work in the vicinity of children

### Pupil Behaviour

Teachers are delighted to hear about tasks which have gone well and where pupils have responded positively. Showing your pleasure in a task well done is encouraging to children as well as staff.

Volunteers should take a kind, yet firm, line with pupils. They must **never** chastise a pupil physically, and always refer a child to a member of staff if the child is behaving badly and failing to co-operate. Volunteers are expected to follow the schools behaviour policy and actively promote positive behaviour

Helpers should not feel they have failed if they have to return children they are unable to manage, or where they are uncomfortable with the relationship.

**Please remember every piece of information you learn about any child in school is strictly confidential.**

## Domestic Arrangements

- You should always sign in at the school office and collect a visitors badge – which should be worn on site at all times.
- Please ensure that when you have finished, you come back to the school office, sign out and leave your badge with the office on your departure
- Adults have separate washroom facilities in the school. These are located on each level and can be identified by their orange door and appropriate signage.
- The teacher you are working with is responsible for ensuring you are well looked after.
- Parking is free and usually readily available in the surrounding roads to the school. However, we do have limited car parking facilities available if you need to park in the school grounds please check with the office staff about availability.

## Staffroom

- All visitors to the school are welcome to use the staffroom please help yourself to tea and coffee. We would ask you to consider the safety aspect of children near hot drinks and ensure that these are not taken into the classroom or working areas.

## Tasks When Volunteering in School

Teachers and helpers will agree the activity to be carried out. We like to give people jobs they feel happy and confident about. Please do tell us what you would enjoy doing with the children or of any specific skills that you have.

### Activities which will take place with one child at a time:

- Hearing a child read.
- Helping children with specific tasks

### Activities which involve working with a small group of children:

- Reading in a group (guided reading).
- Painting and craft work.
- Working on the computers.
- Cooking.
- Gardening.
- Supporting work in various subjects by talking with the children about what they are doing.
- Painting and craft work.
- Working on the computers.
- Reading in a group (guided reading).

## Practical Jobs

- Changing reading books and recording both the child's record book and the teachers file.
- Keeping reading books and library books in good repair and put them away correctly.
- Photocopying and laminating.
- Cutting things out (sometimes before and after laminating them).
- Sharpening pencils and crayons.
- Filing children's work.
- General tidying and sorting of resources and teaching areas.

## Occasional activities

- Helping at key points throughout the year such as during Christmas plays, summer fetes, parties and special events such as science or maths week

There are also jobs such as cutting out, making games etc which can be done at home or you could arrange to come in just for one day.



## Assisting on School Trips

School trips are an integral part of learning at our school and afford many children opportunities, which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper and we appreciate your time: you will have an important role to play in the success and safety of the school trip. If you have been asked to assist on a school trip, you will be asked to attend a specific meeting with the head of year /class teacher and to review the completed risk assessment. During this meeting you will be made aware of any specific needs of the children within your group.

### Role of the Volunteer Helper on School trips

- To be responsible and look after, in equal measure, all of the children in your group, including learning their names and being familiar with their medical needs. Your child's class teacher will give you a list of children's names and a copy of the risk assessment which will include details of children's medical needs.
- To stay with your allocated group of children, ensuring that their wellbeing and safety is maintained for the total duration of the school trip.
- To promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school.
- To ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip
- To contact your child's class teacher/member of staff if there are issues with first aid, safety and/or behaviour.

### First Aid on School Trips

For each class on the school visit, there will be at least one qualified first-aider. You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff unless it is your child who requires medicine, in which case, you will be asked to administer this and be responsible for carrying the medicine. All other medicines and first aid boxes will be carried by staff. Some children carry their own asthma pumps and are able to use these by themselves. Your child's teacher will give you information about this.

### Emergencies on School Trips

You are expected to inform a member of staff as soon as possible. If you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school.

## Health & Safety in the School Environment

### Fire Alarm

Please familiarise yourself with the fire policy and fire safety notice in the room you are working in. All fire exits are clearly labelled. If a fire or emergency situation occurs immediately activate the fire alarm and proceed with the evacuation. Exit the building, with the children you are supervising via the closest emergency exit, safely and quickly, and proceed to the assembly point which is in the playground. This can be accessed via pathways round the sides of the building. Do not re-enter the building until instructed to do otherwise. So as not to impede exit in the event of a fire please respect fire exits and do not prop open fire doors, keep corridors clear at all times and ensure all rubbish is removed promptly. Do not go back to the classroom.

### First Aid

If any child you are working with should sustain an injury please inform the class teacher immediately. Most teaching support colleagues are qualified first aiders and the school office is the main port of call for all accidents, injuries and illness'. Please do not treat an injured child yourself. Every class has a phone with phone list pinned next to it. In the event of an emergency in class please phone through to the office. All accidents must be documented in our accident book which is in the first aid room

The class teacher will inform you if any child you will be working with has a specific need.

### **Scissors and other tools**

Please help us train children to use scissors safely. In particular, scissors should not be waved or open and closed randomly. When they need to be carried they should be held by the closed blades and pointed downwards. Potentially unsafe equipment should never be left unattended; this is especially the case with sewing equipment and cooking utensils.

### **Other equipment**

These items cannot be taken into the classroom but should be used in the areas indicated:

- *Laminator (Staff or photocopy room).*
- *Guillotines (Staff or photocopy room).*
- *Shredder (School office/ staff room).*

### **Induction Notes:**

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### Volunteers' 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

### 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 \_\_\_\_\_

FOLLOW UP ACTION: \_\_\_\_\_

Please read and this Volunteer Agreement prior to your induction meeting. Then Sign and return to the school after your induction. You will receive a copy for your records.