

Halsford Park Primary School
Manor Road, East Grinstead



A Guide for Volunteers

Thank you for providing the office with your West Sussex Disclosure and Barring Service (DBS) check. You will also need to attend a Safeguarding Training session with a senior member of staff, and read the most up to date version of Keeping Children Safe in Education, section 1, before you start working with the children.

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

It is the responsibility of every adult to ensure that we maintain the highest level of awareness regarding children's safety and deal with any issues immediately and appropriately. If any helper is concerned that a child has been harmed, or is at risk of harm or receives a disclosure they should contact the teacher immediately.

The information given will be passed onto the Designated Safeguarding Lead: Mrs Spencer, Headteacher.

All safeguarding arrangements are reviewed regularly.

At Halsford Park we value the contribution made by parents/helpers and hope this will be beneficial for both helpers and the school.

These guidelines will enable all members of our school:

- To learn and work together in a safe environment
- To provide consistent standards and expectations
- To encourage mutual respect
- To give confidence to deal with varying situations

Coming into School

Please always report to the reception office, sign in the visitors' book and get a lanyard to wear when in school. If you are not sure where to go one of the office staff will guide you to the classroom. If you have a DSB the lanyard will be green, if not it will be red and you must stay with a staff member throughout your time in school.

Confidentiality:

Volunteers must be aware of the need to work in the strictest confidence. A child's experience or personal situation should not be discussed or communicated outside school under any circumstances. Likewise information regarding staff should not be discussed with other parents or members of the community. Communications outside of the school would include conversations, texts, emails and social media posts.

If you have any concerns about a child's wellbeing, you should speak to the class teacher immediately.

Working in the Classroom

- Please follow guidance from the class teacher
- Our **Core Values** are visible for all to see.

Respect

Responsibility

Courage

Compassion

Please use them during discussions with learners

Hearing a child read

- The class teacher will provide you with the appropriate reading books for the learner/s, a reading card, reading record sheet (to record your comments on) and a VIPER bookmark to support you when you are hearing a child read.
- Sit side by side, at a table where possible, so the child can rest the book and sit comfortably.

- Allow the child to take the lead with the reading, but offer support, praise and reassurance.
- If they get stuck on a word, helping them to sound it out or reading it for them if they are struggling will help with the flow of reading.
- Use the VIPER reading card to guide you in asking comprehension questions about what they have read, to check their understanding.
- Please note and date on the record what and date read with child. You may want to include the focus - i.e. on retrieval or vocabulary meanings discussed.

Behaviour for Learning:

Learners are expected to show our Core Values to all members of our school community, in every aspect of school life.

Courage:
be brave; believe
you can

Responsibility:
make good choices
because your
actions matter

Compassion:
show care and
understanding for
everyone

Respect:
value everyone
and everything in
how you listen,
speak and in what
you do

- If any child you are working with needs help in showing the Core Values, please tell the teacher straight away.
- Please recommend learners to the class teacher who have worked well, tried exceptionally hard, been polite and kind and teachers will give out Core Values awards using stickers and verbal dojos.
- Help learners make their own decisions about appropriate behaviour by referring to our Core Values. We use an emotion coaching script and refer to the zones of regulation to help children regulate if upset see below:

Emotion Coaching Script
Validate, Label, Empathise I can see you... (appearance - fidgeting) I wonder if you are feeling...(name emotion) I'm trying to understand how you are feeling It is normal to feel like that/It's ok to have those feelings
Set Limits I'm worried that you are not showing the core values and this means... Everyone needs to be safe so...
Problem Solve What would help you now? Maybe use Zones of regulation toolkit (Give ideas if they can't think of anything, When I'm feeling... I like to ... or compare to another situation when they have been successful) Let the child choose the way forward



Mobile Phones /Cameras:

All volunteers are expected to switch their phones to silent. If it is necessary to make/receive an essential call, please inform a member of staff who will show you to a private space away from the learners.

Photographs **must not** be taken in school under any circumstances.

If a child asks to go to the toilet:

Please remind them that they need to ask their class teacher if they need to go to the toilet. For the safety of pupils and adults, volunteers are not permitted to take children to the toilet.

In the event of a fire alarm sounding:

Please exit the building with the child/ren you are working with, and meet at the muster point on the Key Stage 2 playground where the child/ren will join their class to be counted. Please ensure office staff know you have evacuated the building and are safe.

If a child is hurt, unwell or sad:

Ensure that the teacher or member of staff is told immediately. Any First Aid issues must be dealt with by our own school qualified staff.

Emergency contact details and medical information

To ensure we are able to look after and keep all the members of our school community safe, we ask all volunteers to provide us with emergency contact details and medical information so we can ensure that we are able to carry out a full risk assessments.

Breaks and Lunchtimes

If you require a comfort break at any time, please send the child/ren back to the classroom. At school break and lunchtimes, please do make yourself a drink in the staffroom.

Please sign below to indicate that you have seen and accept this guidance and that you have attended an Induction session with a senior member of staff:

Thank you for helping in our school.

Name.....

Signed.....

Date.....