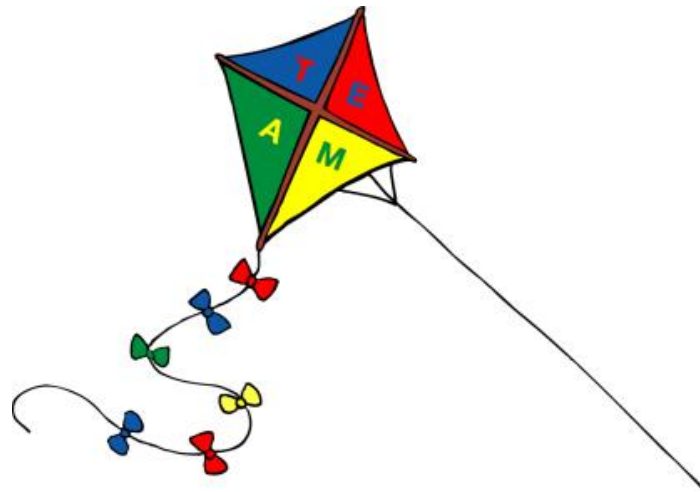


Guide to helping as a Volunteer

at

Twyford St Mary's C of E Primary School



THANK YOU for volunteering to help at Twyford St Mary's Primary School. With the help of all our adult volunteers we are able to support many children through a wide range of activities and events.

This short booklet is designed to inform you and to help you get the most out of your time with us.

TASKS

Volunteers are invited into school by class teachers to provide support at specific times and with specific tasks. During your time in school the tasks you are given may be to work with small groups of children or individual children or a mixture of the two. The work may be inside the classroom or in another part of the school e.g. the library. It may be 'wet' or 'dry' work. It may be as an extra adult on a school visit.

Whatever the task is, it will provide the teacher with the opportunity to give children access to increased adult support.

DON'Ts

- Promise a child that anything said will be a secret.
- Use the time in school as an opportunity to watch your child or investigate something you're unhappy about – talk to the teacher if you have any concerns.
- Report what you see in school outside of school to other parents – it can cause distress and does not adhere to our confidentiality requirements.
- Leave any of your possessions unattended – the school's insurance does not cover personal items.

DOs

- You must complete the DBS (Disclosure & Barring Service – formerly CRB (Criminal Record Bureau) process before you start working in school (access details available from the school office).
- Sign in at the school office when you arrive and wear a visitor's badge at all times and sign out when you leave – this is important for our Fire Safety Procedures.
- Check with the teacher what your tasks are for the day.
- Ask the teacher if anything is unclear.
- Treat your time in school and what you see and hear in confidence. Parent volunteers are reminded that what is discussed and seen in school remains confidential and is not discussed beyond school. If you see or hear anything of concern, please raise this with the Headteacher or a senior leader.
- Report anything of concern to the teacher. Mrs Beckett is the School's Designated Safeguard Leader (DSL). Mrs Davies, the Deputy Headteacher, acts as DSL in her absence.
- Let the office know if you are unable to come into school as planned.
- If the fire alarm sounds follow the teacher's instructions. If you are not in the classroom, leave the building by the nearest exit and muster either on KS2 playground.
- Support the Schools values – Together Everyone Achieves more through Courage, Care, Joy and Respect.
- Support the School's Golden Rules.



HELPING CHILDREN

Once you are in school helping the children, follow these simple pieces of advice:

- ✓ Enjoy the occasion – if you're smiling the children will enjoy your help even more.
- ✓ If you find that the task is unclear, ask the teacher for further instructions.
- ✓ Remember that your time and help is really appreciated by the children and staff at Twyford St Mary's Primary School.

Breaks/Drinks

While in school, hot drinks should not be taken out of the staff room. Please take your breaks at playtime in the staff room with a cup of tea, coffee or glass of water. At lunchtime, the staffroom is reserved for staff only.

Vision

**Together Everyone Achieves More
through courage, care, joy and respect**

We are a Church of England school deeply committed to our children, parents and the village community we serve. Our Christian values of courage, care, joy and respect contribute to the well-being and spiritual development of the school community. This is evident in all our relationships and work throughout the school where all are welcomed equally irrespective of their own personal beliefs.

We want children to discover learning, their passions and skills in an inclusive environment where everyone achieves the highest standards possible. Together our children learn to be good friends, resilient hard workers and confident individuals. We promote lively enquiring minds which enable our children to make positive and informed choices. Here every child has a chance to shine and make a positive contribution to school life and beyond.

If you visit Twyford St Mary's, you will find a warm and welcoming school full of children with a sense of pride who are happily engaged in well-planned purposeful activities.

We are the village school making a world of difference.