



TRIMLEY ST. MARTIN

Volunteer Helpers' Handbook

A Guide to Helping Children in School

Thank you for becoming a volunteer helper in our school.

We all appreciate the help given by volunteers and we hope this booklet will help you
while you are in school.

Trimley St Martin Primary School

July 2023

TRIMLEY ST MARTIN PRIMARY SCHOOL
GUIDELINES FOR VOLUNTARY HELPERS IN SCHOOL

Introduction

Thank you for volunteering to help with our learning activities. We are grateful for your time and interest. Without volunteer helpers many activities would either not be possible or would be severely curtailed.

We hope you will enjoy being involved with a variety of classroom tasks. These may include guiding a small group of pupils, hearing individual children read, or supporting the teacher in a whole class activity. You may have a particular talent or personal interest to share with the children. In addition, we always welcome help with routine tasks such as making teaching resources, sharpening pencils and clearing up at the end of a session. You may be asked to accompany a school visit and supervise a small number of children.

There are, therefore, some important guidelines that need to be adhered to by both helpers and members of staff. This will ensure the safety and well-being of the children and you as helpers. As well as this guide, we would ask that you read our school's Safeguarding Policy and Volunteers Policy.

General Information:

- **Signing-in** - Please sign in and out at the office when you come to help. The signing-in book is kept by the office hatch.
- **Volunteer Behaviour Policy** – the school will provide to you with a copy of this policy, **which** should be read and implemented.
- **Valuables** – Please try not to bring valuables into school. If you have to, keep them with you at all times or leave them in the office for safety.
- **Fire drill** – there are notices by the door of each classroom in the school telling you which route to take to the assembly point, which is in the playground. Please stay with the teacher you have been working with. If working in any other part of the school, please make your way to the nearest exit and go to the assembly point.
- **Confidentiality** - Thank you for respecting our code of confidentiality by not discussing named individuals or classroom incidents with other parents or elsewhere in the community. If you have particular concerns, please talk to the class teacher or the head teacher. Please also refer to the Volunteer Policy.
- **Refreshments** – Coffee and tea making facilities are available in the staff room. Please help yourself. The staffroom can be very crowded at break times and so we would ask that you use your discretion at such times and respect the teachers' need for a short break.
- **Dress (Students)** – You should dress in smart, informal clothes.
- **Equality and relationships** - When talking with children please remember that they can be sensitive to your comments. At Trimley, our Behaviour Policy aims to develop everyone's self-esteem, self-confidence and self-discipline through praise and encouragement. Our Equalities Policies should ensure that no one will be allowed to behave in a manner that discriminates against an individual on the grounds of race, gender, disability or sexual orientation. These policies also apply to all adults within the school community.
- **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 to Miss Todd to register your concerns. Please refer to the Volunteer Policy for support with Health & Safety. A

- **Toilets** – These are located next to the staffroom.
- **Damages** - Please report any accidents, breakages or malfunctions to a member of staff without delay.
- **Injuries** - All injuries or accidents involving children must be referred to a member of staff immediately so that they can deal with the child.
- **Child protection/Safeguarding** - When working with children, always make sure you can be seen by a member of staff. It is advisable that no adult should be alone in a room with a child in a one to one context. This is important for the children and it is important for you as an adult so that there can never be a misinterpretation of behaviour either by the child or adult. Please do not initiate or encourage physical contact, as this may be misinterpreted. Any pupil behaviour problems should be reported to the class teacher so that it can be dealt with immediately.
- Mrs Ross is the Senior Designated Lead responsible for child protection in the school. In her absence, Mrs Matthews, Ms Rowe and Mrs Pelling- Deputy Safeguarding Leads should be found. If you have any concerns about a child's safety or wellbeing please speak directly to one of them.
- Trimley St Martin School recognises that abuse can be perpetrated even by those in a position of trust. It is the duty and responsibility of any member of staff, visitor or volunteer to report any concerns about those in a position of trust to the Headteacher or Assistant Headteacher immediately.
- Please note that you will be required to complete a Disclosure and Barring form and return it to the Local Education Area Office. Should the outcome of the check be unsatisfactory you will be unable to help in school.

Working with Children in the Classroom

You may have been asked to come and help with one of any number of tasks in school and so we would ask that you always refer to the teacher to find out what is required. It is the teacher's responsibility to describe the task clearly, provide any materials needed and check occasionally that all is going well. If you have, any doubts at all about anything always refer to the teacher. Insist that the children are well behaved and attentive and if they are not, send them back to the teacher. Be positive and firm. Expect the children to complete the learning in the time allocated. Individual teachers have their own methods and expectations, so it is advisable for you both to discuss these beforehand.

Reading

Sharing books with children is one of the most likely tasks volunteer helpers will be asked to do in school. Each class will have different requirements according to the level of the children you are working with. There are some guidelines, though, that apply to all classes:

1. When hearing children read we are aiming at building their confidence and love of books. Always give them lots of encouragement and praise. It is important that they are comfortable and in a relatively quiet place. If you are reading with a group, try to give each child a chance to make their own contribution. The teacher may give you a particular aspect of reading to focus on, such as punctuation or finding rhyming words, and this can be carefully done as you read with the child(ren).

2. If a child 'gets stuck' on a word, there are several strategies that can be used to overcome the difficulty. With early readers, the pictures may help, although over-reliance on this method should be avoided. The first letter or blend can be sounded out taking care that it is within the context of the word (eg 'a' in apple is not the same sound as in 'able'). More advanced readers can be encouraged to break the word down into syllables and then individual sounds. Alternatively, encourage the child to read on and leave a gap that may be filled later, as the meaning becomes clear. Whichever method is used; it is often helpful to re-read the sentence with the child once the tricky word has been decoded.
3. After you have heard the child read, ask them a question about the story. Can they tell you something that has happened? Can they predict what might happen next?
4. Use of reading diaries – please date and sign your name in the child's diary after you have heard them read (KS 1) or add a comment to the GoRead App. You may note which page you have read to. Please only write positive comments in the child's diary. Other comments may be passed to the teacher.

Swimming

For the second part of the summer term (June – July) the children swim twice a week in our school pool. In order to use the allotted time effectively, the teacher or Sports Coach remains in the pool area with a group of children and at least one adult support whilst the rest of the class remain in the classroom. Adult support is needed in the classroom as well as escorting children to and from the pool area, and assisting younger children in changing. For your own protection there needs to be two helpers in the changing rooms and in the classroom. Those helpers who go into the water are there to physically support the children in the water and therefore should be very aware as to which parts of a child's body it is acceptable to touch.

Other Activities

There are many other activities that you may be asked to help with, such as design and technology, art and outings. Each activity will have its own set of criteria for safety and behaviour management. The member of staff concerned will make these clear to you.

Review: Summer 2023



TRIMLEY ST MARTIN PRIMARY SCHOOL

Kirton Road, Trimley St Martin, Felixstowe Suffolk IP11 0QL

Voluntary Helpers in School

Title: _____ First Name: _____ Surname: _____

DOB: _____ Previous Names: _____

Address: _____

_____ Post Code: _____

Email Address (if applicable): _____

Home Telephone Number: _____ Mobile: _____

Class Teacher to Assist _____

Days and Times: _____

Particular talents or interests: _____

Details of any Criminal Convictions: _____

Please note that you will be required to complete a Disclosure & Barring Service form (previously known as CRB) and return it to the Local Education Area Office. Should the outcome of the check be unsatisfactory you will be unable to help in school.

Volunteer's Signature: _____ Date: _____

Headteachers Signature: _____ Date: _____