



Lythe CEVC School

Our vision is to provide the highest quality of education for all in a nurturing, creative, Christian environment, where children are empowered to combine academic excellence with a passion for learning about the world.

Volunteers and Student Policy Policy & Code of Conduct for Students and Volunteers in school

Document Status			
Date of Next Review	March 2020	Responsibility	<i>Head Teacher Lisa Armstrong</i>
Success Criteria for review completion	Adopted by FGB	Responsibility	<i>Chairs of Governors Sarah Arnold Jo Stonehouse</i>
Date of Policy Creation November 2015	Adapted school written model	Responsibility	
Date of Policy Adoption by Governing Body 28th March 2018	Signed Lisa Armstrong		
Method of Communication (e.g Website, Noticeboard, etc) Website			

Parents, students and other helpers are very welcome in school, as they can make a valuable contribution supporting work being done in the classroom. Individual class teachers will make appropriate arrangements as to how best helpers can be of assistance. This may take form of hearing children read, helping with specific projects, cooking, technology, computing, class visits, preparation of materials and many other aspects of in-class and non-class-based support. The purpose of these guidelines is to highlight certain issues and provide guidance for anyone helping in school.

Volunteers will be given a clear explanation of what they are asked to do 'the task', which should never include anything they don't want to do, are not trained to do, or are not capable of doing. Should a Volunteer feel that he or she would be better suited to another type of work, this will be discussed and any changes will only be made by mutual agreement. **Volunteers, students and helpers should only participate in the task asked of them and on completion of this should sign out of the school premises.**

Volunteers should always be thanked for their efforts, and their work and achievements should be formally recognised.

Helpers should:

- Agree to follow all school polices (most common ones are available on the school website; others on request from the office)
- Participate in induction session and sign the induction sheet
- Be prepared to work under the direction of the teacher in such a way as best suits the needs of the class. This will often mean working on practical tasks alongside staff and/or other helpers or working in a quiet place, such as the designated shared area, with a small group or individual. Never work in a room on your own with one child.
- Be there to support the work of the teacher and not to work with their own child, if a parent. **Being in the same class as your child can be unsettling for them, and for this reason parents and relations should work with different classes.**
- Promote our Golden Rules: be kind, be safe, be respectful.
- Be prepared to listen to children, especially in small group situations, as this can help extend their speaking and listening skills. Encouragement can be given by asking open ended questions, such as "What would happen if?", "Why do you think.....?".
- Feedback at the end of the session will be of great value to the teacher in helping them assess the effectiveness of the given task in the wider context.
- Expect to be respected and so insist on appropriate behaviour from the children, as any reasonable adult would. **Should there be any incident of unacceptable behaviour the class teacher should be informed at once.** It is the responsibility of the teacher to deal with behaviour – never try to reprimand or allocate punishments yourself. Any other more general concerns should be discussed as part of the feedback mentioned above.
- Insist on children clearing up as appropriate at the end of the session – they will need to be given enough time to do this.
- Respond to children's comments, efforts and achievements in a positive way. Though perhaps difficult, it is not for the volunteer to make judgements about what a child has done – that is for the class teacher who is in full possession of all relevant detail about a child.
- Encourage children to play an active role in whatever the activity is. This is especially important for those who lack confidence or ability, as they will need careful nurturing. If in doubt as to how best to treat a child – talk to the teacher.
- Please do not disturb a teacher who is giving input to the class – if you are withdrawing children to work individually or in a small group, please wait until all children have heard what the teacher has to say.
- Please remember that whilst helping in school is highly valued, it is also a privilege not open to all. For this reason **it is essential that confidentiality is maintained, and that children, staff or any information concerning the workings of the school are not discussed with others.** This includes telling parents how their children have done, even if you feel you are making a positive comment. **Teachers are responsible for reporting to parents, including for example writing in reading records (use the "I worked with an adult" stamp for anything that is**

going to be sent home). Should you have any concerns, please discuss initially with the class teacher or make an appointment to see the Headteacher.

- Not behave in any way which might bring North Yorkshire County Council into disrepute
- Maintain good relations with other Volunteers, staff and the public

Children should:

- Respect, appreciate and respond positively to your input.
- Respect the views and efforts of others that might be working with them.
- Carry out tasks in line with the class teachers wishes and under the direction of the helper.
- Behave in an appropriate manner that reflects positively on themselves, their family and the school.

Class teachers / Head Teacher should:

- Have all necessary work, materials etc ready for when the helper arrives.
- Be clear about the start and finish time of the activity expected of the volunteer, student or helper.
- Make sure the helper is fully aware of what is expected and that the area in which they are working is appropriate (this is often somewhat challenging!).
- Try to provide an opportunity for feedback at the end of the session in a way that is suitable for the time. Please make this clear to the volunteer and value their feedback.
- Let the volunteer know in advance, the previous week if possible, if support is not needed on a particular day. If this is not known in advance or plans change (like an additional rehearsal etc) the class teacher will discuss with the volunteer on their arrival if they would be happy to assist another class in the aspect of work that the volunteer usually supports with (eg. reading)
- Ensure the help offered is utilised and the time of a volunteer is not wasted or under-used.
- Do everything possible to enable a volunteer to work within their comfort zone, with aspects of support they have specifically offered to do.
- Liaise with Head Teacher to identify any training needs to do the tasks required.
- Ensure that your health, safety and welfare is considered for all tasks.
- Respect your views about the work you do
- Not hold you accountable for any liability which is properly that of North Yorkshire County Council

General Issues:

- Toilets are located by the office. Do not use the children's toilets or take children to the toilet.
- Refreshments – you are welcome to come into the staffroom and help yourself to a drink.
- Please remember to always sign in at the front desk and wear your Visitor badge at all times when on school premises. You will also need to remember to sign out and return your badge at the end of your session.
- In the event of a fire, please follow the class teacher's direction or, if necessary, make your way out through the marked fire escape routes and onto the playground with the class.
- Agree specific times and dates of visits with the class teacher or headteacher in advance and strictly adhere to these.
- In the event of you not being able to come into school, a message to that effect would be appreciated, as the teacher will need to amend their plans for the session. Please phone and leave a message on the school answerphone.
- If you are asked to use the school computers, e.g. making signs, each class has a log in and that username should be used.
- Always dress appropriately for the workplace and the tasks you will be carrying out.
- During the course of a year, it is quite possible that circumstances might change, with the result that the support being used in class is no longer necessary or appropriate. Should this happen then the cessation of support will not be personal but made in response to the needs of the children.
- Volunteers may be a subject in photographs featuring voluntary work; these will be used solely for record or promotional purposes and will not be passed to any other body.
- You should only choose to do the sort of work you are fit and capable of doing - it remains your responsibility not to undertake any task for which you are not fit.
- You should disclose any medical condition which I think is relevant to the voluntary work you will do.

Safeguarding

- **If you have any concerns about the safety or welfare of a child, please speak immediately to Lisa Armstrong (Designated Safeguarding Lead). Information about what to do if you are concerned about a child is displayed on the noticeboard in the staffroom, and on the**

Safeguarding page of the school website. Never ask questions or try to investigate a matter yourself or promise to keep a secret.

- Please read safeguarding policies and undergo online safeguarding training, and hold a DBS if appropriate.
- Always sign in at the office and wear a Visitor or Volunteer badge, no matter how well-known you are to staff and pupils.
- Keep mobile phones in a bag or coat within a cupboard or locked area to ensure that it is not used within the school day. They should not be left on a desk or accessible to children at any time. If the phone is needed to be used this should be done in the staff room /office. These processes will protect the Volunteer as much as they will protect the children.
- Do not share inappropriate personal information, or “gossip” with children.
- Never exchange contact details with pupils, including “friending” or “following” on social media.
- Don’t exchange personal gifts with pupils.
- **If a pupil requires medical attention inform a member of staff immediately.** They will get a qualified first aider to attend to the pupil. **Volunteers should not administer first aid** except in an emergency.
- Always avoid placing yourself in a position where your actions might be open to criticism or misinterpretation.

And finally... . thank you for making time available to help in school. It is very much appreciated by staff, governors and children.

