



THROUGH INSPIRATIONAL TEACHING,
ALL OUR CHILDREN HAVE THE CONFIDENCE TO ACHIEVE SUCCESS
IN A SAFE AND FRIENDLY SCHOOL WITH CHRISTIAN VALUES AT ITS CORE
INSPIRE BELIEVE ACHIEVE

Deddington C of E Primary School

Information for Volunteers 2015/16

Deddington C of E Primary School
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Head: Mr Clive Evans

Information for Volunteers 2015/16

Thank you for volunteering to help the children in our school. We hope you enjoy supporting the teaching and learning at Deddington Primary School and this document provides you with all the information you require to ensure you are comfortable working in our school.

Please keep this guidance handy for future reference.

Thank you in advance for your time, enthusiasm, patience, encouragement and positive attitude in developing our young learners.

Working together we are confident that you, the pupils and staff will reap enormous benefits.

- Responsible Citizens
- Confident Individuals
- Successful Learners
- Effective Contributors

1 EXPECTATIONS

Helpers in our school have the right to expect:

- good manners, acceptable behaviour and respect from the pupils
- to be treated with respect clear guidance on the task prepared by the teacher

Helpers in our school are expected to:

- be outstanding role models for our pupils work under professional direction from staff.
- adhere to guidelines and policy set out in the school Volunteers Policy document.
- speak in a kind and supportive way to pupils.
- establish and maintain a rapport with pupils based on mutual respect.
- notify the school if they are unable to help.

2 WHAT ARE MY RESPONSIBILITIES AS A VOLUNTEER?

All those who come into contact with children through every day work whether paid or voluntary have a duty to safeguard and promote the welfare of children.

3 DBS CHECKS.

Deddington Primary School's Safer Recruitment procedures specify that all parents and volunteers who work regularly with children must have an enhanced DBS Disclosure. This is to help ensure that unsuitable people are prevented from working with the children.

Please also inform the Headteacher immediately if you become subject to any criminal investigation, caution or conviction. This helps to protect you as well as the young people in your care.

4 WHAT SHOULD I DO IF A CHILD DISCLOSES THAT S/HE IS BEING HARMED?

Although the likelihood of this is small it is important to know what to do in such an eventually as children rarely lie about such matters. -Listen to what is being said without displaying shock or disbelief; accept what is being said.

- Allow the child to talk freely. - Reassure the child but do not make promises that might not be possible to keep.
- Do not promise confidentiality but explain to the child that you might have to tell their teacher or Headteacher in order that they can help him/her.
- Do not interrogate the child or ask leading questions - Reassure the pupil that is not their fault.
- Stress that it was the right thing to do to tell.
- Listen rather than ask direct questions.
- Do not criticise the alleged perpetrator
- Immediately record the details of the disclosure, including wherever possible the exact words or phrases used by the child.

Recording of information of this nature should be completed and returned to the Designated Senior Member of Staff to enable the matter to be dealt with in the most appropriate way. Please ensure you have signed and dated the record.

The lead Designated Senior Members of staff for safeguarding is the Headteacher Mr C Evans.

Mrs S Lenihan, Mrs J Cross and Mrs V Lynch are also trained to deal with concerns in the absence of the Headteacher.

POSITIVE BEHAVIOUR AND PRAISE

We seek to promote positive and acceptable behaviour at all times. We actively praise and reward good behaviour. At times children might 'push boundaries' with parent helpers. Should this happen, remind the child of what the task is and how they can get back on track. If they continue off task, the class teacher should be informed.

ENCOURAGEMENT AND SUPPORT

Please encourage our learners to be independent. At times pupils will tell you that they are 'stuck'. Encouraging them to find a solution/answer by supporting them and guiding them, without doing it for them, will benefit them in the long-run.

LOOKING AFTER RESOURCES

Everyone is responsible for looking after resources in our school. Minimising waste and reusing as much as possible, along with ensuring resources are tidied after use and correctly stored, ensures we make the most of the resources we have.

CONFIDENTIALITY

Everyone in the school is expected to respect their position and the access they have to confidential information. You may see children who are struggling with work, upset, misbehaving or who have a medical condition and you may hear conversations concerning information about children. All of this information is confidential. If you are approached by another parent enquiring about their child, or another child, refer them to the class teacher or, if necessary, a member of the management team.

MOBILE PHONES AND CAMERAS

The use of mobile phones and personal cameras are not permitted in pupil areas of the school and should not be used when out on school trips. At no point should a device be used to take pupil photographs without the guidance of a teacher. Some children are not permitted to have their picture taken and class teachers are responsible for ensuring they are not in any photos taken involving their class.

ROLE MODEL AND PRESENCE IN CLASS

Children pick up quickly on the actions, words and attitudes of those around them - especially when in positions of responsibility. We all strive at Deddington Primary to lead by example and model appropriate behaviour for a school noting that what is the 'norm' at home might not be the 'norm' in school. As a parent, please be aware that your presence in the school might affect your child's behaviour in a range of different ways. You can prepare them by explaining you are there to help all children, the teacher is in charge and you are doing what the teacher asks you to.