



# VOLUNTEER HANDBOOK

**We greatly appreciate the support and help you give to our pupils by volunteering. We hope that you gain invaluable experience. It greatly benefits the pupils by having extra adults in their learning environment.**

**Volunteers in our school participate in a variety of activities including reading, supporting children in small group work, helping to build confidence, promoting language skills, teaching children how to explore and play as well as administrative work that a teacher may need completing.**

**Before a volunteer can work in our school, they must be aware of the following procedures:**

- **Expectations with regard to confidentiality (please sign the disclosure at the end of this booklet)**
- **Expected level of behaviour and an awareness of Professional Codes of Conduct**
- **The School's Equal Opportunity Policy – especially relating to discrimination and the use of appropriate language**
- **The school's complaint procedure**
- **The school's disciplinary procedure**
- **Have a current DBS disclosure before they can start working**
- **Be aware of all points in the Volunteer Handbook (specific points for volunteers are in blue).**

## **1. The School Day**

### **Daily Timetable:**

8:45	Come in to liaise with class teacher
8:50	Morning briefing
8:55	Nursery's day begins
9:00	KS1 and KS2 start the school day
10:30-10:45- Assembly- Mon, Tues, Weds, Thurs	KS1- Infant Hall KS2- Junior Hall
10:45-11:00	Reception- Year 6 Playtime
11:15	Nursery Lunch
11:45	Reception Lunch
12:00	Year 1 Lunch
12:10	Year 2 Lunch
12:15	KS2 Lunch
1:15	All back in class for afternoon learning
3:25	End of the day Nursery
3:30	End of the day Reception - Year 6

### **End of Day Arrangements:**

- Nursery, Reception, Year 1 and Year 2 children must be collected from their classrooms by their parents or carers. Children attending after school clubs will be taken by a member of staff.
- Year 3 teacher to accompany their class to the Junior playground and wait for the children to be collected.

- If a child has not been collected by 3.45pm, they should be taken to the school office and sit on the sofa, where their names will be recorded in a 'late pick up' book. Parent/carer will be contacted by admin staff.

### **Assemblies and Collective Worship:**

#### **Monday**

10:30 – 10:45 Infant and Junior Assembly

#### **Tuesday**

10:30-10:45 KS1 Music assembly

10:30- 10:45 KS2 assembly

#### **Wednesday**

10:30 – 10:45 Infant and Junior Assembly

#### **Thursday**

Either: 10:30 – 10:45 Infant and Junior Assembly

Or 10:30 – 10:45 Whole school and Parent's assembly

#### **Friday**

9:15 – 9:30 Full School Achievement Assembly.

Children must come and go to assembly in silence and sit quietly. As adults we must model good behaviour and refrain from talking. It is also important that if it is necessary to walk through the hall when an assembly is taking place we do it in silence.

## **2. Codes of Conduct**

### **Staff Code of Conduct:**

We have one of the biggest responsibilities in the world and that is to nurture, care for and shape the opinions and minds of every single child in our school at every second of every day. We take this responsibility seriously and expect every adult in school to do so. We are in a position of power and we must use that power in a positive way at all times. We must be 'Extraordinary Role Models' that show respect toward each other as well as the wider school community.

- We should be aware of how we speak/what we say in communal areas and around the school
- Please do not use mobile phones in classrooms, play grounds or communal areas (you may do so in the staff room or classroom if no children are present)
- Please dress in professional, smart and comfortable clothes. Please no jeans
- Please smoke well away from the school gates
- Please do not chew chewing gum in the school during the school day

**It is not the school ethos that Volunteers discuss anything with parents and carers. The Class Teacher will always be the person who meets with them to discuss any events of the day as they have the total picture of the child.**

**If you would like a parent or carer to know of anything to do with a group/child you have taught (e.g. a breakthrough/great work) then please inform the Class Teacher and they will inform the parent. Please do not approach parents or carers yourself.**

### **Behaviour/Code of Conduct:**

We believe that each member of the school community should be treated with respect, courtesy and consideration. We work to ensure that the school is a happy, safe and pleasant place to be in.

It is only when these conditions exist that a true learning environment can be created. Bullying, racism or aggression will not be tolerated in any form. Positive reinforcement of considerate behaviour is most effective and helps children to understand our expectations of behaviour.

### **School Rules:**

*There are a few rules for the whole school:*

- Respect and consideration of others at all times
- Walk when inside the building
- Keep to the left on the staircases
- No jewellery - other than ear studs or religious items
- No sweets or drinks - other than water
- No valuables to be brought to school
- Any children's mobile phones to be handed to the office to be looked after
- Any money to be handed to the office to be looked after

Each **class** has an agreed set of class rules displayed in the classroom.

**It is the expectation that children at Reay treat all people with respect. It is important you discuss behaviour strategies and procedures with the Class Teacher prior to you working with a group. We expect all adults in the school to be Good Role Models for our children.**

## **3. The Classroom**

### **Resources:**

**General Stock:** Each class has a supply of writing pencils, coloured pencils, felt tip pens, handwriting pens, blue tack, sellotape, masking tape, glue, paper, rubbers, sharpeners, etc.

**Stock Cupboard:** Other general stock e.g. sugar paper, exercise books, paints etc. will be kept in the stock room. The main stock room is located in the Junior Building and the art cupboard is in the Infants.

### **Photocopiers:**

There is one in the staffroom and one in the Infants - your class teacher will need to give you a code and show you how to use the machine. If you jam the photocopier, use the last of the toner, or open the last box of paper, please notify the office.

### **Planning and Assessment:**

All class teachers have a planning folder with the following contents:

- Class list
- Timetables
- Yearly Topic Planning
- Cross Curricular Topic Web Planner
- Literacy Planning - literacy groups, termly/weekly plans, current guided reading/writing records
- Numeracy Planning - numeracy groups, termly/weekly plans
- Current Assessment - Pupil targets, termly Teaching and Learning Targets in reading, writing and maths, test results, guided reading/writing records, Maths Key Objectives sheets.

**Some volunteers are interested in how the lessons they are providing support for fit into the whole creative teaching approach. Should you wish to explore this further your Class Teacher will be able to show you their Curriculum Wheels and Curriculum Maps and discuss these with you. However for confidentiality reasons they will not be able to show assessment data or evaluations on plans of the children.**

#### **4. Emergency Procedures**

##### **Health & Safety:**

All adults working at Reay need to appreciate that their safety and that of others depends on their individual conduct and vigilance while on the school premises or while taking part in school sponsored activities.

##### **Protecting Children from Accidental Burns:**

All adults working at Reay must not carry hot drinks around the school in open cups. Drinks must not be in classrooms, communal areas or in the playground at all. You can be bumped very easily, resulting in hot liquid landing on a child or member of staff.

##### **Fire Drills, Alarms and Procedures:**

Fire drills are carried out each term to ensure correct procedures are followed. In some instances staff will be informed in advance, in others a real emergency will be simulated.

When you hear the fire bell, the following procedure is to be followed:

- 1) Stop what you are doing.
- 2) Tell the children to stop what they are doing.
- 3) The children line up quietly and everyone exits by the nearest staircase or door **in an orderly and sensible way.**
- 4) Children in all classrooms will assemble exit through the gates.
- 5) The office will bring the registers to the fire assembly points. The class teacher will check and take the register.
- 6) Make sure you close all windows in your classroom.
- 7) Make sure you close all doors after you on your exit.

Adults should walk quickly, quietly and sensibly acting as good role models and ensure the pupils do the same. All children should be calm and quiet. This is a serious responsibility; we need to ensure we show it as such in the eyes of the children. No one should re-enter the building until it has been declared safe.

If a fire (or suspicion of fire) is discovered and the alarm has not yet activated, staff should immediately and without delay take the following steps:

- Break the glass on the nearest call point
- Leave the room or area involved, closing the door and windows to restrict the spread of smoke /heat
- Escort children to the nearest fire exit

**If you are in class, please follow the instructions of the Class Teacher. If you are working 1:1 with a child out of class, please go directly to the nearest exit and take them outside to the Playground to meet up with their class. It is important you go directly out and do not try to go back to the class first.**

**Please ensure you have signed in and out on the days you are working as all people need to be accounted for and will be checked off the 'Signing In' Folder.**

## **5. Child Protection and Safeguarding**

The school adopts the Lambeth LA Child Protection policy. A copy of the policy is available in the staffroom. If you have any concerns about a child or a child has made a disclosure to you please discuss them with the Designated Member of staff, Caroline Andrews (Head teacher) who may ask you to then complete the school's disclosure/observation form.

## **6. Accidents**

All staff members are able to deal with minor cuts and bruises. There are first aid kits in each classroom. At playtime, please ask a staff member on duty to deal with minor cuts and bruises.

In the case of more serious incidents, please keep the child/adult at the scene of the accident and send for one of the first aiders and Headteacher or Deputy Head. Use a sensible child as a runner and stay with the hurt child.

An accident form must be completed and a copy taken - one copy is filed, and the other one is to be given to, and explained to the parent or carer.

## **7. Security**

All visitors to the school must report to the office to sign the visitors' book. If an unknown adult is on site, staff should challenge them and ask to see identification.

All Volunteers should wear an ID badge. If there is a problem, please send for a member of the SMT (Headteacher, Deputy Head, Inclusion Manager), Finance Officer or the Premises Officer.

Please make sure that all gates and security locked doors are closed at all times.

## **8. Grievance/Disciplinary Procedure**

Reay Primary School follows the London Borough of Lambeth policy and procedures when dealing with grievances and disciplinary measures.

**Your first point of contact will always be the class teacher. The next point of contact in the school for volunteers will be Kate Hartill (Acting Deputy Head). If you have any queries about what is in this Volunteer Handbook, timetable, days of work, please discuss with Kate Hartill prior to starting volunteering. If you need to discuss anything to do with your DBS then please contact the Finance Officer.**



## **DISCLOSURE FORM**

Please read, sign and return the following form to the Finance Officer prior to volunteering at Reay.

As a volunteer of this school, I understand that I may have access to confidential information, both verbal and written, relating to pupils, volunteers or staff and the school.

I understand, and agree, that all such information is to be treated confidentially and discussed only within the boundaries of my volunteer position in this school.

I also agree not to discuss these same matters after I have left my volunteer position at this school. I further understand that breach of this agreement shall constitute grounds for and may result in termination of my volunteer status with this school.

Please sign below to indicate your acceptance and agreement with these terms outlined above.

I \_\_\_\_\_ (full name of  
volunteer) have read the above agreement of confidentiality and affirm that  
I will abide by this agreement.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_