

At Cholsey School, we encourage parents, grandparents and other members of the local community to participate as volunteers in the school in a variety of roles. Volunteers can have a significant role in providing a safe and enjoyable environment for our children. We believe that Cholsey School is a better place, and the education of our students greatly enriched, through the work of our volunteers.

### **Volunteer Code of Conduct**

***Thank you for coming to help in school. Here is some guidance that we hope will help. If you are not sure of anything, please ask the class teacher or a member of the office staff.***

### **Signing in**

Please make sure that you sign in and out at the School Office and wear a visitor badge at all times.

### **Supporting children in class**

The teacher will explain the focus for the activity or session.

You may be asked to support in any of these ways:

- ◆ To sit alongside a child/group of children and observe what they are doing;
- ◆ To reassure and encourage a child/group of children, for example smiling, giving eye contact;
- ◆ To help a child/group children with their task or activity;
- ◆ To help the child/group of children move on with their learning by prompting “What else could you try?”, “What could you do next?”;
- ◆ To use open questions to extend the children’s learning further e.g. “How do you think ...?”;
- ◆ To help the child/children make themselves clear by, for example, rephrasing children’s responses “Do you mean ...?”

When supporting children please make sure you use the methods demonstrated by the teachers. If in doubt, ask!

Please try to encourage the children to carry out their task or activity independently otherwise they may feel that it is not their work.

### **Children’s Behaviour**

Children have a responsibility for their own behaviour. They must respect the rights and feelings of children and adults in school. The emphasis in school is on expecting, noticing, and praising **positive behaviour**. Any difficulties or concerns should be reported to the class teacher. Class rules are displayed in each classroom for everybody to follow.

## **Safeguarding**

Cholsey School staff, volunteers and governors have a responsibility for, and are committed to, safeguarding and promoting the welfare of children and young people. Please familiarise yourself with the ***Keeping Children Safe in Education*** document and our ***Safeguarding Policy***, both of which are available from the school office or website.

If helpers in school have concerns about the safety or welfare of a child, they must speak to the child's teacher or to **Heidi McSweeney, Rosie Lee, Karen Poole or Alison Nathanielzs**, who are the designated leads for safeguarding at school straight away. Helpers who have unsupervised or regular contact with children must have a DBS certificate but we will organise this for you if it is appropriate.

## **Confidentiality**

Any information about the school and the children that you hear about in your role as a school volunteer is strictly confidential and must not be shared with anyone outside school, including with the pupil's parent or carer, or included on social networking sites such as Facebook.

All members of staff have an obligation to share with the school's Designated Safeguarding Lead any information which gives rise to concern about the safety or welfare of a pupil. You must **never** promise a pupil that you will not act on information that they are told by the pupil. (See Safeguarding Policy).

## **Health and Safety**

Should it be necessary to evacuate the school building for fire, bomb threat or any other reason, the alarm should be sounded by breaking the Emergency glass and following the instructions on the FIRE ACTION notices.

### ***Assembly Points: Playground; Car Park (alternative for people in the hall or front of the school).***

- On hearing the alarm, the adults in charge of children should take their individual child, group or class out of the building **by the nearest and safest fire door** and go immediately to the Assembly Point.
- Children must walk quietly and line up on the playground silently.
- Other staff and visiting adults should also make their way to the Assembly Point using the nearest and safest fire door and report to a member of the Office Staff.

## **Tea / Coffee**

Please do help yourself to tea and coffee in the staffroom.

**Please sign below to indicate your understanding and agreement, and return to the school office.**

**We hope you enjoy your time with us.**

**As a volunteer at Cholsey School:**

- I agree to act safely, responsibly, and within the law when volunteering in school.
- I agree to treat children, staff and other volunteers with courtesy and respect, and to support an environment free of harassment, exploitation, discrimination and fear.
- I understand that a few key volunteer positions require that I have regular contact with students. If this is required, I will be asked to undertake a DBS assessment.
- I agree to share with teachers and/or school administrators any concerns that I may have related to student welfare and/or safety. The Designated Safeguarding Leads are Heather Haigh, Rosie Lee and Karen Poole.
- I agree to wear appropriate school issued identification whenever required by the school.
- I agree not to smoke or use tobacco products while volunteering and/or on school premises. I agree not to be under the influence of alcohol or drugs at any time while serving in a volunteer capacity.
- I agree to observe confidentiality in respect of sensitive and/or personal information gained through participation as a volunteer. This includes any use of social networking sites such as Facebook.
- I agree to conform to the Acceptable Use Policy if I am using IT in school.
- I agree not to use a mobile phone, or any other personal device, to capture images on the school premises. If, for any reason, a mobile phone needs to be on, this must be with the permission of the class teacher or Forest School leader. The office staff are happy to look after your phone in the office and to let you know straight away if it rings.

**Name:**

**Signature:**

**Date:**