

# Helping Hands

## *Guidance for Volunteers*



April 2015

Stanton St Quintin Primary School  
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*To motivate, to educate, to nurture*

Thank you for offering to come in to help at Stanton St Quintin Primary School. We are very grateful to you for giving up your time to help our children. There are many ways that you do this, including listening to readers, helping with art, craft, cooking and accompanying trips – there are so many ways in which your skills and interests enhance the children's learning at school. If you have any other talents which you would like to share, please let us know.

We want to ensure that the partnership works both ways and wish to offer support and guidance during your time in school.

When you first volunteer to help in school, you will be offered a tour around the school and appointment with Karen Winterburn, the Head Teacher. The discussion will identify the ways in which we can utilise your abilities and where you would be best placed to use them. You may be based with a particular class or you may wish to work throughout the school. The class teacher with whom you work will give you guidance on what is required, e.g. a reading prompt sheet, information on the school handwriting style. Please do not hesitate to ask if something is not clear.

The school follows a positive approach to discipline. All children are expected to treat each other with respect and in the way in which they want to be treated. A gentle reminder of the rules, using the phrase, 'Your instruction is to...' is usually sufficient to get a child 'back on track'. If, however, you are not happy with any behaviour please draw it to the attention of the class teacher. The important thing is not to get into a confrontation. We work on a positive approach to discipline, 'catching' the children being good and expecting them to choose to behave in an acceptable manner. We do not shout at them, and we praise them when they behave and work well.

Our school policy has been re-written by the children and is now in 'child speak' please spend a little time reading this through as it captures respect, equality and the positive and inclusive ethos of the school.



## Health and Safety

The health and safety of everyone in school is of paramount importance. The school has a Health and Safety Policy and regular training is undertaken. Risk assessments are completed for activities both inside and outside school, and termly fire drills and frequent Health and Safety Inspections take place. Please familiarise yourself with the 'Procedures in case of Fire' in the rooms in which you work.

If you are interested, there may be the opportunity to take part in training for whole school issues. Please let Karen Winterburn know if you would like to know more.

If you would like more information on anything covered - or not covered! in this leaflet, please do not hesitate to contact the school for further



We have our Learning Powers to help us learn



**Independence - Diamond Power**

At Stanton St Quintin Primary School we believe in

**Respect**

For our school, others and ourselves..

We treat others the way we would like to be treated.

**What does this look like outside the classroom ?**

- Moving around the school safely and quietly with and without an adult.
- Holding the doors for others or waiting for others to come through.
- Lining up quickly and quietly in straight lines with our hands out of our pockets.
- Saying please, thank you and sorry and if necessary sorry.

**What does this look like inside the classroom**

- Come into school ready to learn and being ready to learn when someone is there to teach us.
- Give maximum effort in all that we do.
- Show consideration for others—taking turns when speaking and listening to each others ideas.
- Looking after our equipment—leaving a tidy classroom and cloakroom.

**Co-operating well with a partner - Amethyst Power**

**Working well in a big group - Topaz Power**

**Supporting others - Ruby Power**

**Keeping focussed - Sapphire Power**

**Having a go not giving up - Emerald Power**

If you are hearing children read at school. These notes will give you some guidance about what you will do.

Who you will hear read will depend on what the teachers feel will be the best use of your time. It might be that you will have a group of children who will read to you on a regular basis or you may listen to different children on each visit or you may concentrate on one or two particular children.

Whenever you are working with children in school you are under the direction of a teacher who is responsible for what the children are learning. You might work in the classroom or in a central area.

The teacher with whom you are working might ask you to do certain things with certain children. The guidance here is very general and what actually happens will – as always – depend on the age and ability of the children, as well as what the teacher wants you to do.

Here are some suggestions:

- Talk with the children about the book they are reading. What is it about? Do they like it? What has happened so far? What do they think will happen next?
- When a child does not know a word, ask them to try it and then tell the child what it is. Only get involved in word building if the teacher has asked you to do so and suggested how to approach it with the children.
- If a child misreads a word, stop them and say the correct word. If, however, it is a word which makes no difference to the meaning (for example 'home' instead of 'house' or 'water' instead of 'sea'), praise the child for their very good attempt.
- Use lots of praise and encouragement, and avoid criticism. It is important that the children become confident with reading.
- Make full use of the time available. Hear children read, or talk to them about their reading, for as long as possible. This gives them extra practice and children often become more fluent if they read for longer than two or three minutes. However, don't make them read for longer than they can keep their interest and attention on the task. Teachers will give you guidance on this depending on the age and ability of the children.
- We might ask you to make notes when you hear children read; the teacher will give guidance on this.

Thank you



## Keeping Stanton Children Safe

### Safeguarding and Child Protection.

If at any time during your visit anything worries you about a child, a member of staff or anyone else in the school, please do not question them but report the incident in a confidential manner to Karen Winterburn, the Head Teacher, who is also the school's Designated Child Protection Teacher, as soon as possible.

It is important that you read through the school's Children Protection Procedures and Code of Conduct as these explain the importance of child protection and how we keep our children safe at Stanton St Quintin Primary School. This is a separate leaflet and if you have not been given a copy then please ask.

In this day and age, it is necessary for any volunteer helper in school to have Disclosure and Barring Service check (DBS) if they are likely to have unsupervised and/or frequent contact with children. This must be received before starting to help in school. Please contact Mrs Druce to arrange a mutually suitable time to complete this application online.

As a Local Authority school, Stanton is supported in any safeguarding procedures, training and documentation by Wiltshire Safeguarding Children Board ([www.wiltshirelscb.org](http://www.wiltshirelscb.org)).

### E-Safety

You will be asked to agree to the Internet Acceptable Users Agreement that all staff, governors, visitors and children work to. Please refrain from using your mobile phone in school or when accompanying children. This includes receiving messages and checking email. This is for your protection as much as the children. Communal areas within the school are 'mobile free' zones.

### Confidentiality

Please remember the importance of confidentiality. It is important that you do not discuss anything that you observe in school with anyone, including a child's parents. If you have any concerns about something which has happened, please talk to the class teacher. They will deal with the matter and, if necessary, inform parents.

details.

