Bisham CofE Primary School

Guidance for Volunteers in School

Thank you for volunteering to help in Bisham CofE Primary School. We do appreciate your help in school enabling us to provide many opportunities for our pupils which they would not otherwise experience.

The following guidelines are given to ensure the safety and security of all our pupils. Please can you read and abide by them in all your visits to school.

Helen Daniels, the Headteacher is the Designated Person for Child Protection. Hayley Broad is the Deputy Designated Person for Child Protection.

Responsibilities

- The teacher in charge is responsible for the safety and well being of all pupils.
- If there is an accident, incident, medical or other emergency, let the teacher in charge know immediately. The teacher in charge is responsible for deciding the actions to be taken.

- The teacher in charge leads the rules, routines and expectations for the day. Please support the teacher by encouraging the children to follow the teacher’s instructions.

- If a child is not behaving in an appropriate way, please refer them to the teacher immediately. It is the class teacher’s responsibility to ensure that children behave appropriately.

Your Behaviour

- Please lead by example
- Please give all children in your group equal time and attention.
• Please encourage the children to be independent - we expect children to try everything themselves before we help them.
• Please do not lift, carry or move a child in any way.

Confidentiality
• It is very important that all parent volunteers work to a policy of confidentiality. Please do not share confidential information with friends or family.
• If a child does or tells you something that causes you concern, please tell the class teacher as soon as possible in an appropriate setting so that others cannot overhear. Please do not question the child or pursue your concerns with the child, but refer your concerns to the class teacher or headteacher immediately.
• If you have any queries, problems, comments arising from your visit, please direct these in the first instance to the class teacher, or if you would rather, the Head teacher. Please do not share them with your family or friends.
• Please do not discuss the character, abilities, progress or behaviour of any pupils you have been working with outside of school.

Helen Daniels
Hayley Broad

October 2016