



Cheddar First School

Hillfield, Cheddar, Somerset BS27 3HN 01934 742546

GUIDANCE FOR VOLUNTARY HELPERS

To all voluntary helpers

Firstly can we say a big "thank you" to all of you. The time and support you give is really appreciated by the governors, teachers and children. We have produced this guidance to help and support you in your role:

1. To ensure we safeguard the children in our care all voluntary helpers are required to complete a disclosure form, so checks can be carried out by the Criminal Record Bureau. Forms can be obtained from the school office. These checks must be complete **before** you begin working with us in school.
2. If you are unsure about what you are being asked to do or feel you are unable to do a task, please do discuss this with the class teacher, tell us what you enjoy and if you have skills you'd like to share.
3. If you are unable to come in, please do not feel guilty, it is helpful however, if you can ring or send a message to the teacher so that they can plan for the day.
4. If you find a child in your group is uncooperative or will not behave when told, tell the teacher or take the child to the teacher.
5. Please remember that what you observe or hear about children in school must be treated with total confidentiality. Under no circumstances should you pass this information or your opinion on to another person or the parents of the child. If you are concerned about a child's behaviour or progress, then please pass this enquiry on to the class teacher.
6. If you are in your own child's class, please remember that your own child may react in many different ways to you working in the classroom. Again discuss any problems with the class teacher. Try not to give your child too much attention or, the opposite, try not to be too strict.
7. Please remember that children learn best by praise and encouragement.
8. Always write names on pieces of work in lower case (small) letters, not in capitals except where they are normally used e.g. Fred Smith not FRED SMITH.
9. When working with a group try and resist the temptation to do it for the children or to give them the answers. Ask them questions and encourage them to respond.

10. At clearing up time, encourage ALL THE CHILDREN TO HELP. Some are very clever at avoiding it and will let you do it if they can. It is a vital part of their school training.
11. Child protection is a very sensitive matter, if a child discloses something to you, please inform the class or head teacher immediately. **REMEMBER you must refer; not investigate.** Write down what was said to you using **the childs' own words** as soon as possible and pass on the information immediately.
12. You should not be left alone with a child, but if you ever feel you are being placed in a vulnerable position e.g. helping with First Aid, please mention this to the class teacher and ask for another adult to be present: - this is to safeguard yourself as well as the children in your care.
13. Always sign in and sign out of the school to ensure our site is safe we need to know who is on it at all times.
14. We often have Educational visits for which we welcome help, however we can't take everyone. If you are asked to help on a visit speak to the teacher to find out what you can expect to be doing.

Finally

Thank you again for your help. Your child will enjoy seeing you in school as a link between home and school and we all benefit from your support.

Please sign below to confirm you have read the above guidance and agree to abide by its principles.

Signed _____ Print name _____

Date _____