



# Parent helpers and Volunteer Guidance at Moorside Community Primary School

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We have produced this booklet as a basic guide for those parents and helpers who are kind enough to volunteer to help the children in Moorside Community Primary School. The whole staff values your contribution to the children's learning and appreciates your help. We hope that you find your time with us rewarding, enjoyable and informative.

In this leaflet you will find basic guidance about helping out in school. Your class teacher will give you more information to help you feel part of our valuable team. Please always feel free to ask a member of staff should you have any questions.

We hope you enjoy your time helping in school and we thank you for your help in supporting our children's learning.

Moorside Community Primary School expects all visitors to abide by its policies and procedures for health, safety, security and harmony of all concerned. Brief summary details are given within this leaflet but for further information please read all the relevant policies in full. (Copies of all policies are held in the main school office)

All visitors are required to have an enhanced DBS check. The office staff will determine what is necessary and take relevant details from you.



## First Aid

We have a high number of staff who are first aid trained. Please see the first aid board in the staffroom for more information.

Each class room has a first aid kit and there are first aid stations in each playground and in the main hall. Only first aid trained staff should deal with accidents and incidents. However all staff/volunteers have the responsibility to ensure that any child who requires first aid treatment is seen by a qualified first aider.



## Smoking

The Moorside Community Primary School site is a non-smoking area. This is a policy that is present throughout the whole of Calderdale.

## Equal Opportunities

We pride ourselves in equal opportunities. Discrimination in any form will not be tolerated at our school. Any incidents of discrimination, harassment or bullying should be reported to the Headteacher or Deputy Headteacher immediately.

## Ways you might be asked to help in school

If there are things you particularly like or don't like doing please let us know. Or if you have any particular skills to offer please speak to your class teacher.

- Helping children read
- Helping children learn their key words
- Helping children learn their weekly spellings
- Group reading
- Painting and craft work
- Helping support learning in the different provision areas (Early Years)
- Computer work
- Cooking
- Gardening

## School Timings



The school day begins at 8.50am and ends at 3.10pm. We are aware that some volunteers can only come on an occasional basis or alternative weeks. Your help will still be greatly appreciated so please talk to the class teacher about what times you can manage.



## Health & Safety

For a variety of health and safety issues, it is very important that we know exactly who is on the premises and where they are. We therefore ask that every adult who comes into school does so via the main entrance. All visitors are asked to sign in at the school office and to wear a visitor's badge. This helps to identify people who shouldn't be on the premises as well as being part of our fire regulations. It is also important to remember to sign out when leaving. We do ask that you do not walk into the main office - please always go to the main desk.



## Emergency Evacuation of School

If an emergency evacuation is needed an alarm will sound indicating that you need to evacuate the premises. Please make your way to the MUGA with any children that you are supervising. Do not go back into the classroom. Make your way out of the school building via the quickest route. Do not re-enter the building until you have been instructed to do so.

## Confidentiality

**Under no circumstances should a child/children be discussed with anyone including the parent/parents - this is not allowed.** Any conversation with any parents or members of the community is seen as a breach of confidentiality. It is the role of the class teacher to speak to parents about their children.

Volunteers must not have conversations with parents outside school regarding a child or things that have happened in a classroom. Even quite innocent comments can be misunderstood by others. A comment such as 'your Jimmy reads well', is not acceptable as others may wonder why you have not said that about their child. It is very important to treat anything you hear or see in school as being in absolute confidence and entirely a matter within school.

Occasionally in school you may become aware of information regarding children which is confidential or private to the child or their family. This is a delicate matter that requires a great deal of tact on your part. If a child gives you a piece of information of a sensitive nature, please inform the class teacher immediately. Any information that leads you to believe a child is at risk or if you have any concerns about a child please report this immediately to the class teacher or a member of the Pastoral team.



## Supervising Children

Whenever you are supervising children, the following points will be of help:

- Safeguarding is extremely important to everyone here at Moorside Community Primary School. For your own protection, please ensure that you are never left alone with a child.
- Always treat the children with respect in the same way that you would like them to respect you
- Tell them exactly what to do in as much detail as possible
- Praise the children whenever possible
- Do not let the child/children be over friendly with you
- Encourage the children to be polite
- If you are concerned about a child for any reason please speak to the class teacher



## **Hearing Readers**

One of the tasks that you might be asked to do is to hear children read. This is an important but time consuming task. The exact approach will depend on the reading level of the child. The class teacher will give you help and guidance in this area.

When you have heard a child read you need to record this onto their reading record.

Books are colour coded. This will help you to change a child's book. Please record the new book in the reading record. Please do not change the child's level. The teacher will need to assess the child's reading ability to ensure that the child is reading at the correct level.

**Volunteers give a gift to the whole school that is very special to each and every child.**

**Thank you again for your support and help in school - it is very much appreciated.**