

Guide to helping as a Volunteer

at

Nightingale Primary School



Nightingale Primary School

THANK YOU for volunteering to help at Nightingale Primary School. With the help of all our adult volunteers we are able to support many children through a wide range of activities and events.

This short booklet is designed to inform you and to help you get the most out of your time with us.

TASKS

Volunteers are invited into school by class teachers to provide support at specific times and with specific tasks. During your time in school, the tasks you are given may be to work with small groups of children or individual children or a mixture of the two. The work may be inside the classroom or in another part of the school e.g. the library. It may be 'wet' or 'dry' work. It may be as an extra adult on a school visit.

Whatever the task is, it will provide the teacher with the opportunity to give children access to increased adult support.

School is always a busy environment to work in with lots of policies to follow. The following 'dos' and 'don'ts' can help you get started.

DOs

- Complete the DBS (Disclosure & Barring Service - formerly CRB (Criminal Record Bureau) process before you start working in school (access details available from the school office).
- Sign in at the school office when you arrive and wear a visitor's badge at all times. Sign out when you leave - this is important for our Fire Safety Procedures.
- Check with the teacher what your tasks are for the day.
- Ask the teacher if anything is unclear.
- Treat your time in school and what you see and hear in confidence. Parent volunteers are reminded that what is discussed and seen in school remains confidential and is not discussed beyond school. If you see or hear anything of concern, please raise this with the Headteacher or a Senior Leader.
- Report anything of concern to the teacher. Mrs Beckett is the School's Designated Safeguard Leader (DSL). Mrs Sharp and Mrs Gosling act as DSL in her absence.
- Let the office know if you are unable to come into school as planned.
- If the fire alarm sounds follow the teacher's instructions. If you are not in the classroom, leave the building by the nearest exit and muster on KS2 playground.
- Promote the School's values of Respect, Courage, Compassion and Friendship.
- Support the School's Golden Rules.
- Read our Behaviour, Safeguarding and Child Protection Policy.

DON'Ts

- Promise a child that anything said will be a secret.
- Use the time in school as an opportunity to watch your child or investigate something you're unhappy about - talk to the teacher if you have any concerns.
- Report what you see in school outside of school to other parents - it can cause distress and does not adhere to our confidentiality requirements.
- Leave any of your possessions unattended - the school's insurance does not cover personal items.
- Don't take photographs while volunteering. Parents need to give permission for their child's photograph to be used or published, so the school needs to control photographs quite carefully. If volunteers have photos on their own cameras or phones, it becomes difficult to ensure that we comply with parental wishes.



HELPING CHILDREN

Once you are in school helping the children, follow these simple pieces of advice:

- ✓ Enjoy the occasion - if you're smiling the children will enjoy your help even more.
- ✓ If you find that the task is unclear, ask the teacher for further instructions.
- ✓ Remember that your time and help is really appreciated by the children and staff at Nightingale Primary School.

BREAKS AND DRINKS

While in school, hot drinks should not be taken out of the staff room. Please take your breaks at playtime in the staff room with a cup of tea, coffee or glass of water. At lunchtime, the staffroom is reserved for staff only.

Vision

Through our values
of **Respect**, **Courage**, **Compassion** and **Friendship** we
learn to **Inspire to Aspire**.

We want children to discover learning, regardless of their starting points, that will enable them to have a voice and responsibility to shape their world and live well together.

Our children learn to be the best versions of themselves, where we nurture their happiness, their identity, their social and emotional development, their physical health, and cognitive and academic success. Together, we learn to be good friends, deep thinkers and morally responsible citizens who are informed to make positive contributions to their community.

At Nightingale Primary School, we celebrate and respect difference; no-one is an outsider, everyone belongs.