



Guidelines for Volunteers at Lady Margaret Primary School

Welcome to our school

Thank you for your interest in volunteering in our school. Volunteering can take many forms and we appreciate the help that our volunteers give us to support the work of the school. We value our volunteers and we hope that you will enjoy working with us.

Through this we aim to:

- Enhance the learning experience of all pupils
- Encourage parents/ carers to be actively involved in their child's learning
- Ensure parents/carers feel welcome and valued
- Ensure maximum use is made of all these adult's skills to enrich learning opportunities

To help make your services more effective, the following procedures have been adopted.

Volunteers are:

- Parents or other adults helpers working alongside teachers

Volunteers can support the school in many ways, including:

- Supporting individual pupils
- Hearing pupils read
- Helping with classroom organisation
- Helping with the supervision of children on school trips
- Helping with group work
- Helping with art or subjects involving other practical activities
- Visiting classes and groups of children to give talks or demonstrations on areas of interest in which they are experts

Volunteers are not allowed to do the following activities:

- Taking responsibility for all or some of the whole class
- Change very young children or supervise them changing
- Supervise children engaged in PE or other specialist activities
- Take children off the school site without a teacher in charge
- Take children to the toilet
- Not give any medication to children
- DO NOT discipline students. Please report discipline problems to the teacher
- Do not ask for a student's address, phone number or take their picture
- Do not share your address or phone number with a student

The responsibility for the health and welfare of the child remains with the class teacher at all times.

Organisational arrangements

- It is necessary to organise a personal background check, on any person who will be working with children in school, prior to that person's involvement. The Headteacher has the authority not to accept the help of a volunteer if she believes it will not be in the interest of the children.
- It is the policy of the school that parent volunteers do not support their own child's classroom as this can be distracting for the child and disturb their learning. Volunteers will be asked to support in classes where there is the most need for individual support.



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- Each time you arrive on site, you must stop by the office and sign in on our electronic system and wear a visitor's badge.
- All volunteers work under a supervising teacher or other staff person.
- Younger children should not be brought to school during your volunteer time, including field trips.

Safe Interaction with Students

- To protect your privacy, and that of students, all that you learn from staff about your student or from interacting with your student is confidential. Please remember this when discussing your volunteer work outside of the school.
- Volunteers should set a good example for students by their manner, appearance, and behaviour, and should be well-groomed and appropriately dressed.

Safe Verbal Communication

- Let your conversation demonstrate respect for others and yourself. Avoid language that may be perceived as discriminatory, sexist or offensive. Remember that you are a role model for the students.
- Treat all students in the same manner.
- If a student shares any information with you that causes you concern for their safety or health, TELL THE TEACHER OR A SENIOR MEMBER OF STAFF IMMEDIATELY. They will follow up on the information appropriately. Please keep the content of the information and action you took strictly confidential.

Safe Touch Areas

- Handshakes and high fives are considered appropriate friendly touches.
- If a pupil wants to hug you, show them how to "hug from the side" – bending down so that your shoulders are level with the student's. Let the student initiate this kind of behaviour.
- Never touch a child in anger. If a pupil is unruly or disrespectful, report them to the class teacher and let the teacher take over from there. Use your best judgment at all times. Treat the pupil as you wish to be treated... with dignity, care and respect
- Please MAINTAIN STRICT CONFIDENTIALITY about information they may see and hear concerning pupils and staff, including students' grades, records, and abilities

Volunteers will be invited to participate in an orientation provided by an AHT.