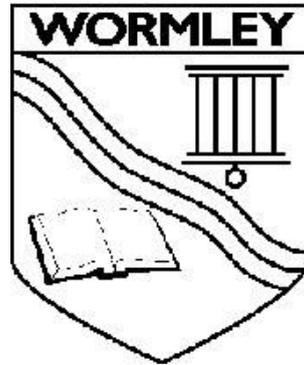


# WORMLEY C of E PRIMARY SCHOOL (VC)

Have Faith, Show Respect, Take Responsibility and Achieve



## Voluntary Helpers Handbook

Last reviewed - 2019  
Next review - 2020

## **Introduction by the Headteacher**

Dear Colleague,

I would like to welcome new voluntary colleagues to Wormley Church of England Primary School and hope that you will find the work rewarding and enjoyable. Every effort will be made to support you in your role to ensure that the children get an excellent education from our school. Thank you to those of you who are existing colleagues and have given years of dedication and hard work to the school.

Please read the updated handbook, as there are a few revisions. The handbook is divided into two sections. Section 1 is an introduction that gives some context to working at our school. Section 2 is for voluntary staff only and is designed to give some further information on the expectations and procedures in school. The safeguarding information is essential and all volunteers must be familiar with it.

If there is anything you're not sure of or you do not feel has been covered in this booklet, please ask.

I would like to thank you for choosing to be a part of our team which is committed to developing life-long learners within the context of a distinctive Christian ethos. We all really appreciate your voluntary support.

**Tracy Gaiteri**  
**Head teacher**

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## **SECTION 1: INTRODUCTION**

### **Inspiring lifelong learning**

#### **School Ethos, Mission Statement, Vision and Aims**

##### **Ethos**

Wormley Church of England Primary School is a caring church school which sets high store on the value of all participants. Expectations of care and concern for the well-being of all children, staff and families are a central core of our Christian ethos. Wherever possible, this informs our relationships and the nature of our interactions.

##### **Mission**

Our mission statement is: Have Faith, Take Responsibility, Show Respect and Achieve.

Our mission is to provide a planned, exciting and relevant learning environment in which all participants are welcomed and valued to achieve this.

##### **Vision**

Our vision is that, from arrival at Wormley Primary School, each pupil should move forward in their learning journey. As a result we will provide opportunities that help children to develop as individuals with the knowledge, skills, behaviours and attitudes necessary for growth and development in our rapidly changing society, where high technology must be balanced with respect for humanity and the natural world.

#### **Wormley Church of England Primary School Aims**

Within a broad Christian ethos, we intend to provide a welcoming, safe and stimulating learning environment that offers a rich, motivating curriculum to develop individuals and inspire life-long learning.

To facilitate our vision we aim:-

- To continue to ensure that every child enjoys learning and achieves their full potential regardless of gender, age, race, physical/intellectual ability or class in a happy and secure learning environment.
- To raise standards by ensuring that the skills, values, knowledge, dispositions and talents of individuals are fully developed
- To promote the health, confidence and well-being of all learners within the school enabling them to see themselves as valued and valuable members of a wider society
- To provide a strong framework for promoting good behaviour and positive attitudes in order to cultivate a safe and secure community in which everyone may flourish
- To give our pupils a sense of success and pride in all their activities and prepare children for future economic well being
- To provide opportunities for our pupils to become successful independent learners through a wide variety of physical, intellectual and aesthetic experiences.
- To develop the school's role in the local and wider community and each child's understanding of citizenship by continuing our strong links with the church and local primary schools, liaising with nearby larger secondary schools and encouraging links with local industry, residents and organisations.

We encourage all children to develop as super learners since learning is life's most important skill. We want them:

- To have faith in God, themselves and others
- To have respect for themselves and others, and the world in which we live
- To take responsibility for themselves and in their learning
- To achieve their potential by developing as resilient, resourceful and reflective beings

## **SECTION 2: VOLUNTEERS AND STUDENTS**

We are very pleased to welcome you to work and help in school and hope you find the work both rewarding and useful for future employment. This section of the handbook has been designed to give you a brief overview of main procedures about working in our school that will affect you and also some more information about the role of the helper. Please ensure you are familiar with the safeguarding information.

### **Working with the Class Teacher**

The classroom teacher will manage the work undertaken by the voluntary helper and you must ensure that you undertake the activities in the manner agreed with the class teacher. The teacher will explain the main tasks that need to be carried out, in detail, before work commences. If you are unclear about any explanation, please ask the teacher for clarification. An example of the tasks you might be expected to do include:

- Supporting in the classroom with individuals or groups
- Assisting on a school trip
- Listening to readers
- Putting up displays
- Preparing resources
- Supervising play

### **Staffroom & Refreshments**

As well as being a place from where you can gain information, we hope that the staffroom is somewhere where you can relax and unwind. You may bring in your own lunch and store it in the fridge in the staff room. Alternatively, you may have a school dinner, so long as it is chosen before 9:15am and paid for in the school office on the day. Lunch can be eaten in the staff room. If you go out at lunchtime, please sign out of the building.

Our "ground rules" for happy staffroom life are:

- There are no "special" chairs or mugs.
- Please help yourself to tea or coffee (the school pays for this for you). Hot drinks must be transported safely (using tins).
- Everyone working in school is welcome (except children and work experience children).
- Please keep all conversations appropriate.

Please help one another by:

- Doing your share of emptying & filling the dishwasher;
- Keeping the staffroom tidy; and
- Putting your cup/dishes in the dishwasher after use (unless it is running) or washing them up

## **Parking**

Volunteers are asked to leave the car park for employed staff unless there is a specific need.

## **Safeguarding**

It is your responsibility to have read, understood and abide by the relevant school policies. Voluntary Helpers will receive copies of essential policies and handbook.

Essential reading:

- Child Protection
- Volunteer Helpers Policy
- Voluntary Helpers Handbook

All staff and volunteers should wear a staff or visitors badge at all times.

## **Child Protection**

All adults must have a clear DBS check and received a safeguarding induction presentation from the DSP. All adults are responsible for safeguarding children in school, including volunteers. If you know or think a child is at risk of harm you **MUST** report it immediately to a DSP. Refer to the *Induction/Refresher Presentation* and the *Child Protection policy*. It is your responsibility to complete and return the Volunteer declaration at the back of your *Volunteer's Policy*.

**The Designated Safeguarding Person for Child Protection in this school is:** Steve Emmett

**The Deputy Designated Safeguarding Persons are:** Tracy Gaiteri, Deborah Harris and Laura Gilpin

## **Behaviour: Rights & Responsibilities**

When addressing the children, you should always be polite and should never raise your voice. You should treat each child with respect and you should expect that they will treat you with respect at all times, including addressing you by your title and surname e.g. Mrs Gaiteri and not your Christian name. You must never use any physical force with a child. You must treat each pupil fairly and equally. This must also apply if your own child or a relative's child is in the class.

Any antisocial or unacceptable behaviour from the children should be reported to the teacher. You can expect that the teacher will deal with it inline with the school behaviour policy: *Rights & Responsibilities*. We have chosen to develop a Rights and Responsibilities policy because we want pupils to consider the consequences to their choices in the context of what is 'fair' and 'just': the children's Rights. The policy emphasises prevention, restoration and reparation as well as applying proportional consequences where appropriate.

All teaching staff are trained in Hertfordshire STEPS which is a therapeutic approach to behaviour intervention. This means that every behaviour intervention considers the effect on each individual's feelings. We believe in growing children, not storing them.

When establishing behaviour consequences we try to ensure a relatedness between the disruptive behaviour and the consequential outcome. Some behaviours require a protective consequence but It is essential that there is always an educational consequence.

Traditional rewards often aid managing behaviour but do not grow prosocial choices. Our policy acknowledges that public rewards are likely to have a negative effect on children's wellbeing or their ability to manage their own behaviour independently. Therefore, whole class rewards systems should not be used. Any praise or feedback should be private and well considered. (See [Rights & Responsibilities Policy](#))

### **Mobile Telephones**

Mobile telephones must not be used in classrooms or communal parts of the school. Phones may only be used in the staffroom or the offices.

### **Health and Safety**

All volunteers have a responsibility to have regard for their own and others' Health & Safety. Please report any concerns to Wendy Brace immediately. Class teachers will provide health and safety guidance in and around the classroom.

### **Emergency Exits and Fire Drills**

When the fire alarm rings it is your responsibility to follow procedure

- Leave the classroom or work area by the nearest exit.
- Encourage the children to move quietly and without panic.
- Assemble with the children in the appropriate playground.
- Report to a member of the admin team to have your name marked against the register

If you leave the premises during the day, please ensure that you sign out and back in so we are aware of who is in the building, in the event of a fire.

### **Lifting and Carrying**

Back problems can give a lifetime of pain so:

- Always use trolleys or lifting equipment
- Never ask children to carry heavy things
- Only lift or carry what you can manage
- Make sure you can see clearly where you are going when carrying a large object
- Ask for help from the Caretaker to carry anything heavy

### **Working at Heights**

Many serious injuries are caused by falling off chairs and other unsuitable furniture. If you have to work above ground level, use a step ladder. Don't overstretch and always move the steps.

## **Conduct**

### **Confidentiality**

When working in the school, you may hear things about staff, children's families, personal details or school work. These matters must not be discussed, even with your own family and friends, as this is a breach of confidentiality. Similarly, if you know anything about any child or member of staff from outside of school, it is inappropriate to discuss this within the school or with the teacher as this is also a breach of confidentiality. If you hear or see anything within the school which give you any cause for concern, you must discuss it with the class teacher in the first instance. If your concern relates to the class teacher, you should discuss it with the Headteacher or Deputy Headteacher.

Parents may question you about their child. You must not answer these questions and ask them to speak to the teacher.

### **Dress**

Our School Dress Rules for volunteers, when in school with children, are as follows:

- Avoid jewellery that might become trapped, cause injury or damage clothing e.g. big earrings, long necklaces and sharp bracelets

- Dress with professional modesty ensuring that clothing does not overexpose parts of the body e.g. stomach or chest
- Skirts must be of a suitable length

### **Employer's Liability Insurance**

All volunteer helpers are covered by Hertfordshire County Council's Employers Liability Insurance Policy. Third party claims against volunteer helpers are covered by our Public Liability. Insurance Policy. Loss of property is not covered as any items brought into school are done so at the individuals own risk. Further information can be obtained from the School Business Manager.

### **References**

If you would like Wormley School to provide a reference for another job based on your voluntary work, please speak to the Headteacher, rather than the class teacher or any other member of staff. She will be able to provide you with further information on the process and the format and content of the reference.

### **Finally**

We pride ourselves on being an open and supportive team so if you have any questions or concerns, please feel confident to ask.

We hope that you will enjoy your time at Wormley Primary School.

Contact details

Tel:	01992 303331
Web:	<a href="http://www.wormleyprimary.co.uk">www.wormleyprimary.co.uk</a>
Mail:	<a href="mailto:admin@wormleyprimary.co.uk">admin@wormleyprimary.co.uk</a>