



North Primary School and Nursery



Volunteer Handbook

What you have the right to expect of us.....

Parent helpers are valued members of our school community and are welcomed warmly. With parental assistance a whole range of important activities are made possible. Teachers and pupils are very grateful for your help, which enriches the children's educational experiences. Consideration is given to your comfort and welfare whilst you work with us.

You are asked to supervise children individually or in small groups.

You are asked to supervise a variety of activities across the curriculum. These may be in the classroom or elsewhere in the school. You will not be asked to take groups of pupils off the premises unless a member of the school staff is with you.

You have the right to expect that the activity that you supervise is properly planned and explained to you in detail with resources easy at hand; the pupils to know what is expected of them and that the activity is meaningful.

Parents helping on school visits are informed of the arrangements and purpose of the visit before departure. The nature of the visit will determine whether you will be briefed before the day or on the day. You will be given a list of pupils for whom you are responsible throughout the day and any worksheet or equipment that they need for your group will be prepared for you in advance.

Parent helpers are made aware of health and safety rules, including dealing with accidents and the emergency evacuation procedure through this booklet.

Parents are made fully aware of any health and safety issues relevant to the activities that they are supervising (the class teacher is responsible for doing this).

What we expect of you.....

For security reasons please report to the office and sign in before going to the classroom where you are helping.

In order to ensure that the school complies with Safeguarding legislation we carry out appropriate checks for each adult helper.

Parents helping in school are made aware of the school's behaviour code which is in this booklet. Guidance on dealing with pupils will be given by the Class Teacher.

Golden Rule: if in doubt, refer to the teacher.

Your help is greatly appreciated. If for any reason you are unable to come to school per your usual arrangements please contact the office ~ Thank you.

Confidentiality

Parents who work in school may be in a position to hear of or to see things happen involving pupils. If any of these things give cause for concern then it is important that the class teacher or the Headteacher know about them. Beyond this, however, parents must respect the confidentiality of what goes on in school and should certainly ***never*** discuss pupils outside of school.

Safeguarding

North Primary School & Nursery takes seriously its responsibility to protect and safeguard the welfare of children and young people in its care.

Our child protection policy is available in the school office and on the school website. It applies to all pupils, staff, governors, volunteers and visitors to the school and Nursery.

All adults working with or on behalf of the children have a responsibility to protect children. There are, however, key people within schools and the LA who have specific responsibilities under child protection procedures. The names of those carrying out these responsibilities for the current year are listed below.

Any member of staff, volunteer or visitor to the school who receives a disclosure of abuse, an allegation, suspects that abuse may have occurred or has concerns about the attitude or actions of colleagues **must** report it immediately to the Designated Child Protection Co-ordinator or in their absence, the Deputy Designated Child protection Coordinator In the absence of either of the above, the matter should be brought to the attention of the most senior member of staff.

Key Personnel

Designated Child Protection Co-ordinator

Headteacher

Alan Garnett

Deputy Designated Child Protection Co-ordinator

Assistant Headteacher

Karen Jacobs

Nominated Governor for Child Protection

Chair of Governors

Jan Blackwell

Fire Drill Procedures

The fire bell alarms are marked on the map of the school and should be set off as a fire is detected.

The fire bell is a continuous ring of the school bell. Pupils line up immediately and the class teacher leads them through the nearest exit to the assembly points indicated on the map. In the junior classes the last child out will be asked to close the classroom door.

The office staff, who will have the visitor's book, will inform the Headteacher if all the adults are present. All visitors, class helpers and part-time staff **MUST** sign in and out of the visitor's book.

In the event of a fire alarm sounding, you are to accompany the class you are with. If you are outside the classroom with a/some pupil/s escort them to the playground using the nearest exit. Do not attempt to return to class.

Lockdown Procedures

If a siren sounds and the blue alarm lights flash this is the signal to move the children immediately to the sanctuary of their classroom. Please assist the staff in executing this emergency procedure.

First Aid

Any injury or sickness should be referred to the Class Teacher/office staff in the first instance, or the Senior MDA at lunch time.

Any accident that results in injury to a pupil must be reported in the first aid book.

Any serious injury must be recorded on an official accident form.

If you are injured on the premises, the office staff will attend to your needs.

Social behaviour policy for parents and friends of the school.

Our Aims

We aim to provide an environment in which all pupils have equal opportunities to develop and learn to act as responsible members of society, having respect for themselves and others.

Our belief is that a positive, pro-active approach is the best means to achieve this. We try to create situations where good behaviour and positive attitudes are the norm and opportunities for inappropriate behaviour are limited. Individual teachers organise their classroom routines with these aims in mind. Other distinct times and areas where routines are organised, taught and understood are:-

1. Movement around the school
2. Playtime
3. Lunch time
4. Assembly
5. Entry to and exit from school

All adults associated with the school teach, exemplify and reinforce acceptable behaviour, giving praise consistently. Parent helpers support us.

Appropriate behaviour is discussed in the classroom, in assembly and by constant reminders as the children move around the school. All classrooms have codes of acceptable behaviour on display.

To achieve this aim every member of the school community needs to take responsibility for safeguarding everyone's rights.

There are 3 rights:

The right to feel safe

The right to respect

The right to learn