

Working with the children

The teacher will give you an outline of an activity, what they'd like your help with and possibly the intended outcome or learning intention of the lesson.

Try to stick to the plan. This sounds simple, but it's extremely easy to be side-tracked, talking about wobbly teeth or what they had in their packed lunch box. The children will have a planned set of activities over the week, or coming weeks, and a delayed or incomplete activity disrupts their learning.

Be aware of the whole group as some children try to monopolise your time and it's often the quieter ones that we would like you to focus on! But also remember to use lots of praise and smiles to encourage good work and self-confidence.

Resist the temptation to do the work for the children! Instead, talk to them and support them to work things out for themselves.

School Visits

Sometimes we need additional support from parents when we go out on Educational Visits. If you have been asked to help out with these, please consider the following...

- Support, encourage, supervise and also count your group!
- You will not be asked to look after your own child.
- Please do not buy the children 'treats'.
- The school's NO smoking policy, and restrictions for the use of a volunteer's mobile phone, remains in place on school trips too.

Finally

Thank you very much for supporting our children and thank you for following these guidelines.



Georgeham CofE Primary School
Small School, Huge Horizons
**Volunteering some of your time
in school?**

Thank you ... for considering being a
volunteer at our school.

We greatly appreciate all the help
that you can offer!



In General

All helpers...

- ...will need to have in place a current DBS clearance.
- ...need to have completed appropriate paperwork and the school's induction process too.
- ...should be aware that some information they have access to is confidential or possibly sensitive and that they should not discuss this outside school.
- ...need to sign in at the office.
- ...need to drop their mobile phone in to the office.
- ...should be aware of the staff handbook, and that they can ask our teachers for access if needed.
- ...should feel welcome to make a cuppa in the staffroom!

Behaviour

The class teacher will deal with any form of misbehaviour or rudeness. Try not to get yourself embroiled in dealing with poor behaviour; our staff know the children extremely well and sometimes know the background to how something came about.

Our children are courteous and considerate, but please tell the teacher if you spot otherwise!

Child Protection / Safeguarding

You are responsible for your actions; please avoid conduct which would lead to us being concerned.

If you do hear or see anything that concerns you or makes you feel uncomfortable, please remove yourself from this situation and report it to our Safeguarding designated Officers: Julian Thomas, Jo Benfield, Emma Hill or Lucy Rinvoluceri.

Frequently Asked Questions

What do you want me to do?

There are many activities that you can help with in the classroom e.g. reading with the children (which is the one we use most often), playing games, sewing, art or working on the computer for example. If you feel you have any special talent you can share with children please discuss these with the class teacher.

Can I choose what I want to do?

The teachers have the sessions planned in advance and will ask you to do something specific. They will however, try to match activities to your scheduled time in class.

How often do I have to come in?

It is very useful to come in on a regular basis at a specific time each week to help with a specific project or unit of work. If you are unable to make a regular commitment you may be able to arrange less regular times, providing you can give the teacher plenty of notice. If you are unable to make one session please let the teacher know in plenty of time.

What about working in my own child's class?

We feel that working in a class with your own child can possibly be very distracting for your child. If you would like to volunteer time to support our children then we will let you know where the support would be most beneficial for the children or the school. This will depend on when and where additional support is needed.

How many children will I work with?

Some activities such as listening to reading will be as a one to one basis, or with a small group.