

### E-Safety

You will be asked to agree to the Internet Acceptable Users Agreement that all staff, governors, visitors and children work to. Please refrain from using your mobile phone in school or when accompanying children. This included receiving messages and checking email. This is for your protections as much as the children. Communal areas are also 'mobile free' zones.

### Health and Safety

The health and safety of everyone in school is of paramount importance. The school has a Health and Safety Policy and regular training is undertaken. Risk assessments are completed for activities both inside and outside school, and termly fire drills and frequent Health and Safety Inspections take place. Please familiarise yourself with the 'Procedures in case of Fire' in the rooms in which you work.

Should the fire alarm go off please exit the building by the nearest fire escape and meet the rest of the class on The Common outside the main school gates.

### Behaviour

The school follows a positive approach to behaviour. All children are expected to treat each other with respect and in the way in which they want to be treated. A gentle reminder of the rules, using the phrase, 'Your instruction is to...' is usually sufficient to get a child 'back on track'. If, however, you are not happy with any behaviour please draw it to the attention of the class teacher. The important thing is not to get into a confrontation. We work on a positive approach to discipline, 'catching' the children being good and expecting them to choose to behave in an acceptable manner. We do not shout at them, and we praise them when they behave and work well.

Our school Behaviour Policy has been re-written by the children and reflects 3 simple school rules: Ready, Respect and Safe. We would appreciate that you spend time before working with the children to make yourself familiar with this policy and the school's approach to behaviour.



# Helping Hands

## Guidance for Volunteers



Updated  
September 2023

*Amaze, Excite, Inspire*

Thank you for offering to come in to help at Langley Fitzurse Church of England School . We are very grateful to you for giving up your time to help our children. There are many ways that you can do this from supporting with learning inside and outside the classroom.

We want to ensure that the partnership works both ways and wish to offer support and guidance during your time in school.

### Being a Volunteer

When you first volunteer to help in school, you will be offered a tour around the school and appointment with Karen Winterburn, Executive Headteacher or James Osler, Head of School. The discussion will identify the ways in which we can utilise your abilities and where you would be best placed to use them. You may be based with a particular class or you may wish to work throughout the school.

A pair of helping hands is appreciated in every class. Sometimes we have lots of offers of help in one class and not very much in another. We are very grateful when volunteers are prepared to help in classes other than their own children's.

Whenever you are working with children in school, you are under the direction of a teacher who is responsible for what the children are learning. You might work in the classroom or in a central area.

Quite often volunteers come into help with reading but there may be areas of the curriculum that you have a particular interest or skill in i.e. cooking, DT, reading, gardening, art, maths and/or number, Sports and of course outdoor learning. If you have a particular area of expertise please let the class teacher know.

Likewise, some volunteers prefer supporting small groups rather than working with individual children.

The class teacher with whom you work will give you guidance on what is required, e.g. a reading prompt sheet, information on the school handwriting style. Please do not hesitate to ask if something is not clear.



### Safeguarding and Child Protection.

If at any time during your visit anything worries you about a child, a member of staff or anyone else in the school, please do not question them but report the incident in a confidential manner to Karen Winterburn, who is also the school's Designated Child Protection Teacher, or James Osler, the school's Deputy Designated Lead for Safeguarding, as soon as possible.

It is important that you read though the school's Children Protection Policy as this explains the importance of child protection and how we keep our children safe at Langley Fitzurse Church of England School. This is a separate leaflet and if you have not been given a copy then please ask.

It is a statutory requirement that for any volunteer helper in school a Disclosure and Barring Service check (DBS) must be completed. This must be received before starting to help in school. Please contact Ms Cox to arrange a mutually suitable time to complete this application online.

All volunteers must sign in on arrival at school and wear lanyards/visitor badges at all times.

As a Local Authority school, Langley Fitzurse is supported in any safeguarding procedures, training and documentation by Wiltshire Safeguarding Children Board ([www.wiltshirescb.org](http://www.wiltshirescb.org)).

The school follows guidance in the following documents: [Keeping Children Safe in Education September 2023](#) and [Safer Working Practices February 2022](#). As a volunteer in the school, it is expected that you too, follow these practices to safeguard the children at Langley Fitzurse Church of England School.

### Confidentiality and feedback

Feedback to the class teacher is really important, how a child or group of children found a task helps in building on the next steps in the learning journey. Please share this feedback with the class teachers/teaching assistants that are supporting the class.

Whilst it might sometimes be tempting to speak directly to the parents, especially if they are friends, please respect that supporting in school does require that level of confidentiality. If you have any concerns about something which has happened, please talk to the class teacher. They will deal with the matter and, if necessary, inform parents

Breaching this confidentiality means that you are not following the Safer Working Practices which keep all our children safe.

