



The children and staff at The Bellbird are pleased to welcome you as a volunteer helper in school.

We all hope that you will find your time with us rewarding, enjoyable and informative.

Why we value helpers at The Bellbird.

- We value parents and carers as partners in the children's learning and the children have the opportunity to see this in action.
- Some activities would be difficult without extra help and we strive to give our children as creative a curriculum as is possible.
- The extra help supports children in their learning.
- Parents gain a greater understanding of life in school.
- The talents and skills of our parents and carers are many and diverse and we welcome the opportunity to learn from each other.

What might you be doing?

The list of possible jobs is almost endless but may include:

- Reading and sharing books with children.
- Working with groups of children on tasks set by the teacher.
- Helping in the library.
- Photocopying and laminating.
- Supporting events on special days.
- Accompanying children on walks around the village or on school trips.

Please let us know if you have skills or an interest in a particular area in order that we can best use your support.

A positive experience for all

There are a few simple steps to take that will ensure your time with us is the best that it can be.

Please familiarise yourself with our Rules and consider the following carefully.

Health and Safety

The health and wellbeing of the children are our priority. To support us with this please:

- Ensure you are familiar with fire exits and escape plans of the class you are working with.
- Be responsible for finding out how you will know if there is an incident.
- Make sure children are working safely and sensibly and using equipment carefully.
- For your own protection, make sure that you are not alone with a child at any time.

Working with the children

- Treat the children with respect and in the same way that you would expect them to treat you.
- Give the children age appropriate instructions. Plenty of detail will be fine for the older year groups but may be overwhelming for the younger children.
- Praise the children wherever possible.

Behaviour Code

- Don't be afraid to quietly and calmly correct a child if they are breaking the 'Rules'.
- If in doubt, speak to the nearest member of staff.
- Do not allow the children to behave inappropriately or become over-friendly. The children must learn to behave socially towards adults who are not close friends. Encourage them to be polite to one another.

Our Rules are:

We look after our school and the people in it.

We always listen carefully.

We move around our school quietly.

Child Protection

- Your mobile phone must be switched off whilst in school and kept in your bag.
- Never allow yourself to be in a position where you are alone with a child.
- If the children start changing for PE, go out of the classroom.
- If you have any concerns about a child please talk directly to Mrs Corrall or Mrs Darrell, Mrs Martin, Mrs Dix or Mr White. You may be asked to fill in a logging a concern form.

Confidentiality

While helping in school, you may find out things about the children. Like all staff you will have to keep such things confidential. You are in a position of trust.

Even things that seem quite insignificant might be important to someone, so do not talk about things you have seen or heard away from school at all, particularly not on social media sites such as Facebook.

- Any conversation with parents or members of the community outside of school is a breach of the school's confidence.
- If approached by anyone about a school matter, please refer the person enquiring either to the class teacher or the head teacher as appropriate.
- If you hear information that leads you to believe that a child is at risk it should be told to the Head teacher immediately.

Thank you for your offer of help, we look forward to working with you.

Guidance Created: March, 2010

Guidance Review: Summer, 2018