



Guidelines for Volunteers/Placement Students

Thank you for volunteering to support our work with children in school. Stokes Wood Primary School tries to encourage links between home, community and school.

The school welcomes and encourages parents and volunteers to get involved and help with various activities in the classrooms or with projects within the whole school.

The presence of volunteers in the classroom can be great support for both children and teachers.

In order to make your contribution enjoyable and rewarding here is some information on what is expected from you and a few basic rules to follow when working with children.

- Always sign in and out at reception
- On your first day make sure you know where the fire exits are situated in the classroom and in the whole building and ensure the member of staff you are working with has informed you of all fire and emergency procedures.
- Before your next visit, please read the Health and Safety Policy which is on the school website, www.stokeswood.leicester.sch.uk or ask for a paper copy. Ask any questions you may have.
- Agree with the classroom teacher on a suitable start time which is convenient to you and the teacher.
- Once agreed try to stick to that time so that your presence becomes part of the classroom routine
- Inform the school if you are unable to attend 0116 2875305/ office@stokeswood.leicester.sch.uk
- Ask the teacher to give you clear instructions on what he/she wants you to do with the children.
- Be encouraging and positive but avoid being over friendly with the children. If you have problems with a particular child's behaviour let the teacher know, do not try to sort things out yourself.
- Look out for things that you could do to help but always ask the teacher if it would be helpful if you did them
- Before your next visit, please read the Stokes Wood Safeguarding and Child Protection Policy and ask any questions you may have. You will receive this as a paper copy.
- Please read the Good Behaviour Policy which is on the school website, or you can ask for a paper copy. Encourage and praise children for good work, good behaviour etc.
- Follow the routines of the class, including breaks.

- It is essential that confidentiality is maintained at all times both in the school and outside. If you are asked about another parent's child by another parent or about anything that has happened in school, refer that parent to the class teacher or head teacher. Do not try to deal with it yourself.
- Do not refer to anything that has happened in school on social networking sites such as Facebook and Twitter.
- If you notice anything of a safeguarding or child protection nature, do not try to question the child or deal with it yourself. Refer it straight away to the class teacher, the head teacher or other designated senior leaders for child protection.
- If you notice any behaviours that may indicate a child is at risk of being radicalised, please inform the class teacher, head teacher or other designated senior leaders.

This is very important. Child protection is everyone's responsibility.

**Please inform the office when you intend
to cease volunteering in school.**

Thank you.